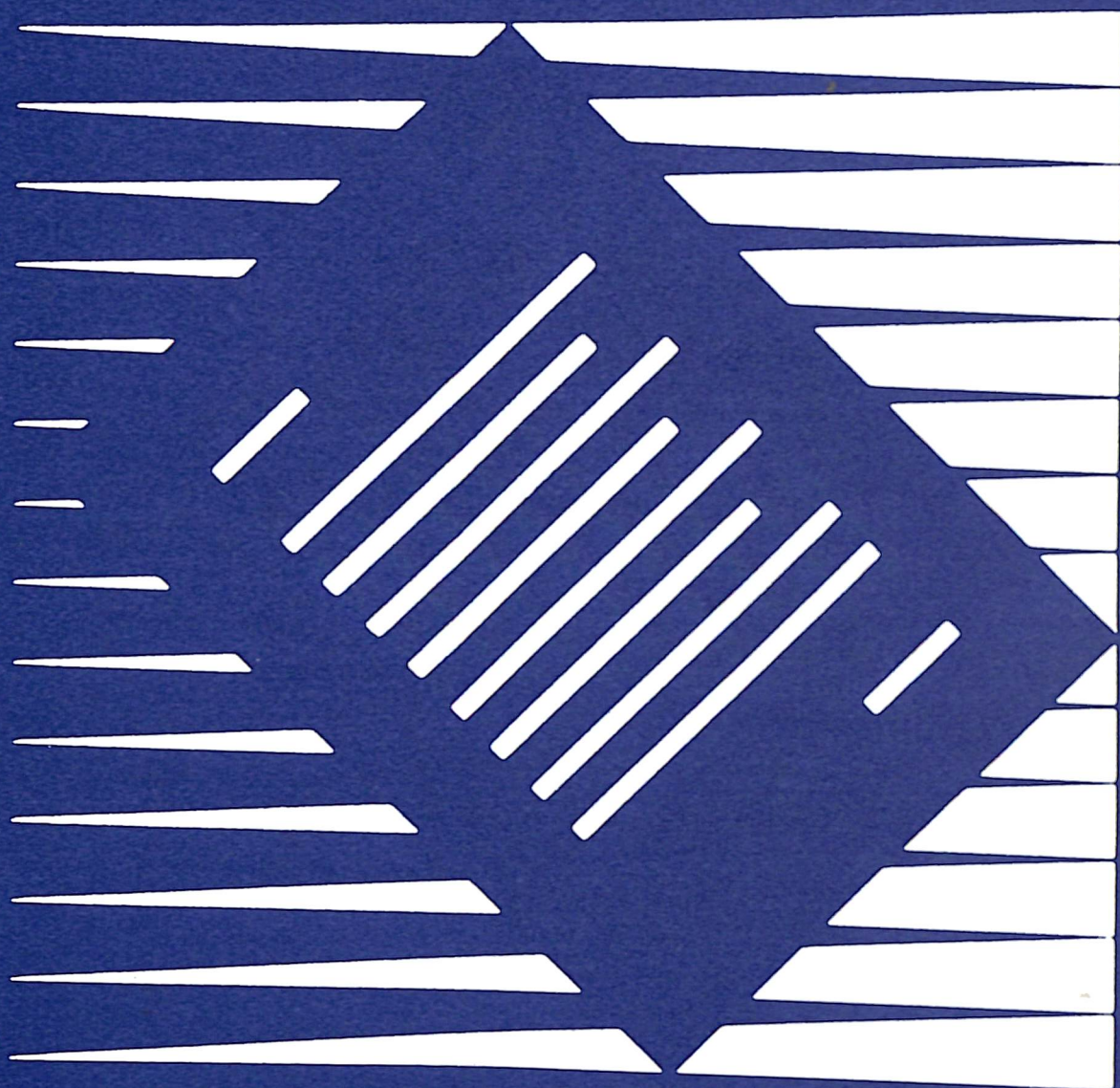


EasyWriter™

*The Original
System*



**A word processor
for your Apple II**



EasyWriter™

*Information Unlimited
Software, Incorporated
281 Arlington Avenue
Berkeley, CA 94707
415-525-9452*

**The Original
Word
Processing
System**

*"As a man
thinketh in
his heart so
is he.*

*As he
continues to
think, so he
remains."*

James Allen

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The Original
System

*Another
quality FORTH
product*



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Incorporated*

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IUS

**Software That
Means Business**

**281 Arlington Avenue
Berkeley, CA 94707
415-525-9452**

TABLE OF CONTENTS

SYSTEM REQUIREMENTS

Hardware	1
Hardware, Recommended	1
Software	1

SECTION 1 — INTRODUCTION

Overview of this Manual	3
Overview of EasyWriter	4

SECTION 2 — GETTING STARTED

The Very First Time	5
Hardware Checklist	5
Software Checklist	5
Configuring the System	6
Forever After	9

SECTION 3 — THE EDITOR

How to Get to the Editor	11
How to Exit the Editor	11
Using Editor Commands	11
Why You're In the Editor	11
File Size	12
Upper Case Letters	12
Word Wrap	12
Carriage Returns (Line Feeds)	13
Minimum/Maximum Line Length	14
Default Characteristics and How to Change Them	15
Cursor Movement	16
Scrolling Text	17
Correcting Errors	18
Deletions	18
Insertions	18
Block Moves	19
Word Search	23
Formatting Output in the Editor	24
Imbedded Command Characteristics	24
Imbedded Command Format	25
Left/Right Margins (Line Length)	25
Page Length	26
Paragraph Indent/Outdent	27
Line Spacing	27

Tabs	28
Page Numbering	30
Titling	31
Justification	32
Variable Incremental Spacing	33
Centering	33
Controlling Your Printer	34
Single-Sheet Feeding	34
Ejecting a Page	34
Printing Selected Portions of a File	35
Formfeed	35
Line Feed to End of Page	36
User-Definable Characters or Special Features for	
Special Printers	36
Assigning/Defining the Character	37
Cancelling the Symbol	38
Using the Symbol	38
Sub/Superscript	38
Boldface Printing	40
Other Printer Magic	41

SECTION 4 — DISK SYSTEM

How to Get to the Disk System	44
How to Exit the Disk System	44
Why You're in the Disk System	44
The Disk System Help Menu	44
The Disk System Storage Capacity	44
The Disk System Filing System	45
Saving Files On Different Disks/Backing Up Files	45
Disk System Commands	46
C - Clear a File	46
S - Save a File	47
G - Get a File	47
R - Revise a File	47
F - Format a Disk	48
P - Protect a File	49
U - Unprotect a File	50
D - Delete a File	50
E - Edit a File	50
H - Print a File	50

SECTION 5 — THE FILE PRINTING SYSTEM

How to Enter the File Printing System	54
How to Exit the File Printing System	54
Why You're in the File Printing System	54
The File Printing System Display	54
Changing Default Characteristics to Print a File	55
Line Currently Processing	55
Page Number	55
Page Length	55
Left Margin	56
Page Spacing	56
Line Length	56
Line Indent	56
Line Spacing	57
File Number	57
Justification	57
Formfeed	57
Permanently Changing Default Characteristics	58
Printing a Document	58
Linking Files Together for Printing	59
Printing Multiple Copies	60

SECTION 6 — TUTORIAL 61

SECTION 7 — APPENDICES

APPENDIX A — Printer Configuration	65
APPENDIX B — Editor Command Summary	69
APPENDIX C — Print Command Summary	72
APPENDIX D — Random Notes	74
APPENDIX E — Apple ASC-II Chart	77
APPENDIX F — On Accidentally Hitting Reset	80
APPENDIX G — The Glossary	82
APPENDIX H — Warranty Information	85

INDEX..... 86

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All our present customers who gave us new ideas for our product.

We would also like to acknowledge "EasyWriter" for doing the hard part of preparing this manual.

SYSTEM REQUIREMENTS

HARDWARE REQUIREMENTS:

In order to use EasyWriter you need the following equipment:

1. An Apple II, Apple II Plus, or an Apple Language System, with 48k of main memory (RAM).
2. One Apple II Disk Drive with Controller Card.
3. A video monitor or a television set.
4. A printer with printer interface card (EasyWriter works with most currently available printers and printer interface cards).

HARDWARE, HIGHLY RECOMMENDED:

1. A letter quality printer such as Diablo, Qume, or NEC Spinwriter is recommended to take advantage of special features of EasyWriter, including bold face printing and sub/superscript.

SOFTWARE REQUIREMENTS:

1. The EasyWriter program diskette (provided with your EasyWriter System and marked with the IUS label and copyright). This diskette is copiable. You may use the "format" command from the disk system to copy the program onto a blank diskette, or to create a special storage disk that will hold files only. Also, any currently available Apple copy program will copy a program diskette with files saved on it.

NOTE: Users of Pascal System must use the BASICS diskette before inserting the EasyWriter Program disk. Users of the Apple DOS 3.3 must use a BOOT 13 diskette before inserting the EasyWriter program disk.



SECTION 1 — INTRODUCTION

EasyWriter was designed to be used by both the computer literate and those of us who don't want to know why it works, just how to get the desired results. For those of you who only read a manual as a last resort, go ahead and skip to the section called "Getting Started". For the rest of you, we'll take a few minutes to explain what you can expect both from this manual and from EasyWriter itself.

OVERVIEW OF THIS MANUAL

We have made every attempt to provide a complete manual, including full explanations of every type of operation you might want to perform. In the interest of efficiency we have used some abbreviations throughout the manual which you may need to have defined.



One is CTRL, meaning the CONTROL key found to the left of the "A" key on your Apple keyboard. You will always see this abbreviation used in conjunction with a standard keyboard character, for instance CTRL P. Whenever you are instructed to use such a combination, hold down the CTRL key and simultaneously press the indicated letter. This will allow you to send a special command to your Apple using standard keyboard characters.

Following this section, which lets you know where we're heading, you will find an overview of the program itself, including how it work with your computer and how it is arranged.

After that overview of the program, we will show you how to get started with EasyWriter by telling it where it can expect to find all the equipment it will be using, such as the printer and interface card. We'll also show you to how to begin working with EasyWriter after the system knows what other equipment you are using.

Then we'll get into EasyWriter itself. You'll be shown when, where and how to use every EasyWriter command.

After you feel comfortable with all the functions of EasyWriter you should try the tutorial we've provided. This will let you experiment with all the basic operations of EasyWriter, give you practice with some of the more sophisticated applications, and give you the confidence to try some on your own.

Finally, this manual includes several appendices of information you won't need every day, but might want to refer to from time to time. We'll tell you how to recover from accidentally hitting the reset key, and how to avoid the headache of text lost due to a power failure. We have also provided a list of ASCII codes for those of you who want to get fancy with your printer, as well as warranty information for those of you who do nasty things with your diskettes or just want to be advised of future enhancements. There is also an index for quick reference to specific subjects in the manual.

OVERVIEW OF EASYWRITER

EasyWriter was designed to load into memory and to be retained in memory throughout operation of the program. Because EasyWriter was written this way, you won't be slowed down while you're working, waiting for the Apple to look on the program disk for directions. As a matter of fact, once you have loaded the program, you can remove the program disk and insert a diskette holding only files. This type of storage diskette has 24% more file space. This amounts to approximately 28 pages on a diskette complete with the program, and 50 pages on the special storage disk (A strong word of warning: NEVER reconfigure the printer when there is NOT a program diskette in the drive!).

EasyWriter was designed in three sections: Editor, Disk System and File Printing System. The Editor will be your typewriter-a much improved typewriter. You can compose documents in the Editor, make revisions to your text and changes to the format, and print out the final copy without using reams of paper!

The Disk System will be your filing cabinet. It will tell you what files you have saved on each disk, and how much storage space is left. You can do special things to your files while you are in the Disk System. You can REVISE a file, "throwing" out the old version, or SAVE the new version as well as the old version. You can delete files, or protect a file from being accidentally being deleted or altered. In other words, the Disk System will let you do all the things you can do on a typewriter plus some with a lot less effort.

The File Printing System will allow you to print out a copy of any file, or link files together to be printed. You may also set some format parameters while in the File Printing System.

There is also flexible mailing list merge program available for use with your EasyWriter system, called EasyMailer. See the product brochure for more information.

SECTION 2 — GETTING STARTED

THE VERY FIRST TIME

Hardware Checklist:

1. Video Monitor or T.V. ON.
2. Disk Drive connected to Controller Card as Drive No. 1; Controller Card in slot No. 6 of your Apple.
3. Printer connected to Printer Interface Card; Printer Interface Card recommended to be in Slot No. 1 of your Apple.
4. Apple Computer OFF.

Software Checklist:

1. One EasyWriter Program Disk (with IUS label).
2. Users of Pascal also need the "BASICS" diskette. Users of Apple DOS 3.3 also need the "BOOT 13" diskette.

Now we're going to put the hardware and software together . . .

1. Insert the EasyWriter Program Disk, label side UP, into the Disk Drive No. 1. Gently push the diskette until it seats itself properly (you should hear a soft "click" sound). Close the disk drive door.

(NOTE: Users of Pascal insert the "BASICS" diskette first, follow step No. 2, insert the EasyWriter Program disk as directed, then press Return. Skip to "Configuring the Program". Users of Apple DOS 3.3 insert the "BOOT 13" diskette first, follow step No. 2, insert the EasyWriter Program disk as directed, then press Return. Skip to "Configuring the Program").

2. Turn your Apple ON.
 - a. If your Apple has Auto Start ROM, the red "in use" light on the drive will turn on now, and disk drive will start by itself. Skip to the next section called "Configuring the Program".
 - b. If your Apple does NOT have Auto Start ROM, the Apple power light in the lower left-hand corner of the keyboard is on, but the video monitor is

filled with nonsense, and a flashing block has appeared at the lower left of the screen. Type "6" (no quotation marks, please), then hold down the CTRL key and press "P" simultaneously (Remember CTRL P?). Now the red "in use" light on the disk drive will turn on, and the disk drive will start to whirl. ("6 CTRL P" tells your Apple to go to Slot No. 6 and start your disk drive.)

We are now ready to tell EasyWriter what equipment we are using, and how it can find it.

CONFIGURING THE SYSTEM

After the disk drive has stopped whirring, you will see the following on the monitor or TV screen:



Next, just press the space bar and you will see:

THANK YOU FOR PURCHASING EASYWRITER. PLEASE ENTER
YOUR NAME. MAX 30 CHARACTERS:

You will be instructed to enter your name at this point. Your name will be saved on the EasyWriter program disk, and will appear on all copies of the program that you make, and on all storage diskettes that you create. This



will help IUS verify ownership when you send your disk in for updates, etc. IUS will NOT update diskettes received without a name recorded on them.

Once you have entered your name, you must indicate what type of printer you are using, so that EasyWriter can send the proper information to it when you want to print a file.

PRINTER TYPE:

1. DIABLO/QUME
2. SPINWRITER
3. OTHER

If you have a Diablo or Qume printer, enter "1". Also enter "1" if you have a Spinwriter Model 5515 or 5525, as these printers "look like" a Diablo to a computer. Enter "2" if you have a Spinwriter Model 5510 or 5520, as these are regular Spinwriter printers. Enter "3" if you have any other type of printer. Press RETURN after entering the right number.



The next question you will be asked by EasyWriter is:

SLOT:

Enter the number of the slot in your Apple in which you have inserted the printer interface card, then press RETURN. Normally, this is Slot No. 1 (the SECOND slot from the left inside your Apple). If you are unsure, or don't currently have a printer, enter "FDF0" for now. This will direct the file Printing System output to the screen. When you acquire a printer, or find out which slot the printer interface card is in, you may re-run the Configuration procedure from the Editor, to direct printing to your printer.

EasyWriter will then ask you:

INTERFACE TYPE:

0. CUSTOM
 1. PARALLEL
 2. SERIAL
 3. COM,CCS,SSM
- ENTER:

Make the appropriate entry, based on the following information:

0 = For use with a custom printer driver (if you don't know what that means, you probably aren't using a custom printer driver). If you are using a custom printer driver, see Appendix A for assembly instructions.

1 = For use with the Apple parallel printer interface card.

2 = For use with the Apple serial printer interface card, or a new SSM card.

3 = For use with the Apple communication card, the California Computer System printer interface card, or the Solid State Music printer interface card (old version).

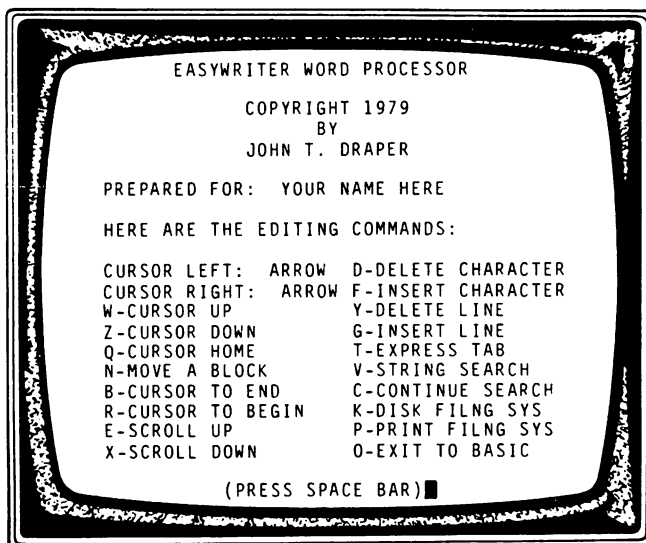
Finally, EasyWriter will ask:

SAVE TO DISK (Y/N)?

If you are satisfied with your answers, enter "Y" for yes, and press RETURN. If you made a mistake, say "N" for no. You can return to the configuration procedures from the Editor (CTRL N, P) to provide the correct answers.

If you have answered all the questions correctly, you will see the red light go on in your disk drive as EasyWriter records all the information you have given it. If you change equipment you will have to reconfigure the program disk, which will be done from the Editor.

Once EasyWriter has saved all the information you gave it on the program disk, you will be returned to the beginning of the EasyWriter program. You will see your name and a list of the commands you can use in the Editor. You will notice the comment "PRESS SPACE BAR" at the bottom of the screen. If you do so, you will enter the EasyWriter Editor.



If you are ready to go on, press the space bar and skip to the next section, called "EDITOR". For the rest of you, we have included a brief summary of how to enter EasyWriter, once you have configured the system for the first time. This section is called, appropriately,

FOREVER AFTER

Hardware Checklist:

1. Video Monitor or T.V. ON.
2. Disk Drive connected to Controller Card as Drive No. 1; Controller Card in Slot No. 6 of your Apple.
3. Printer On and connected to Printer Interface Card; Printer Interface Card recommended to be in Slot No. 1 of your Apple.
4. Apple Computer OFF.

Software Checklist:

1. One EasyWriter Program Disk (with IUS label).

Putting it all together . . .

1. Insert the EasyWriter Program Disk, label side UP, into the DISK DRIVE No. 1. Gently push the diskette until it seats itself properly (you should hear a soft "click" sound). Close the disk drive door.

(NOTE: Users of Pascal must insert the "BASICS" diskette, follow step No. 2, insert the EasyWriter Program Disk when instructed to do so, then press RETURN. Users of Apple DOS 3.3 must do the same, using the "BOOT13" diskette.)

2. Turn your Apple ON.
 - a. The disk drive will start automatically, if your Apple has Auto Start ROM.
 - b. If your Apple does NOT have Auto Start ROM, type "6 CTRL P" to start the disk drive.



SECTION 3 — THE EDITOR

HOW TO GET TO THE EDITOR

I assume you just found out that you go directly into the Editor after loading the EasyWriter program disk and pressing the space bar twice. You may enter the Editor from the Disk System by typing "E". You may enter the Editor from the File Printing System by positioning the cursor to the comment "DONE?" and typing "E".

HOW TO EXIT THE EDITOR

Once in the Editor, you may want to exit to another mode, or leave the EasyWriter program altogether. You may exit to the Disk System by entering the command CTRL K. You may exit to the File Printing System by entering the command CTRL P. You may exit the program altogether by entering the command CTRL O. Once you have exited the program completely, you will have BASIC available to you. However, you will have to load a disk containing standard Apple DOS if you wish to use the Apple disk system, as EasyWriter uses its own Disk Operating System, which will not be available to you after you leave the program.



USING EDITOR COMMANDS

One note of warning: Because EasyWriter has no way of knowing if you want to implement a command or enter characters in your text, you must use the CTRL key in conjunction with all editor commands. For example, if you just type "W", EasyWriter will place a W on your screen. You must type CTRL W in order to move the cursor up one line.

WHY YOU'RE IN THE EDITOR

Now that you're here, you'll probably notice a blank screen, with a white square in the upper left hand corner. Imagine that you've just put a fresh piece of paper in your typewriter—that's pretty much what you're looking at right now. That little white square is called the "cursor", and it lets you know where the next character you type will appear on the screen.

The reason you're looking at a blank screen is that EasyWriter is waiting for you to enter text. And that's why you're in the Editor: to create a new document or edit one currently filed on your disk. If you want to do the latter, you must first Get that file while you're still in the Disk System, before moving to the Editor to work on it.

FILE SIZE

EasyWriter works on files in MEMORY. That means that individual files cannot exceed the capacity of memory, which is about 10 pages of text. Keep an eye on the file size information provided to you in the Disk System so that you don't run out of space while you're working on a file. EasyWriter will advise you if you begin running out of space. The Apple will "beep" on every key when you are within 256 characters of the end of memory. Don't worry if you have documents that exceed these limitations. Just save appropriately-sized portions of your document as separate files and use the File Printing System "M" command to tie them together when you print.

UPPER CASE LETTERS

On a typewriter, you create upper case characters by holding down the shift key and pressing a letter. The Apple was not designed to recognize that operation. You may only use the shift key to get "shifted" characters like &, * and %, which are above standard characters on certain keys of the Apple. In EasyWriter, you may create upper case letters by pressing the "ESC" key on the keyboard, then pressing the letter you want to appear as a capital letter. You will know this character will appear as a capital letter during print-out because it will appear on the screen as a blank character on a white background (inverse video). When you want to type in all capital letters, press the "ESC" key twice to lock the keyboard into capital mode. You'll get used to this fairly quickly.

WORD WRAP

Take a minute to type the following onto the screen. Don't press return at the end of the line, but keep typing until you reach the end of the text:

"The EasyWriter Word Processing System is easy to learn, and will save you time and effort in your work."

Did you notice EasyWriter did your carriage return for you? This is one of the nicest features of this program, called "word wrap". This feature allows you to pay attention to what you want to write, while not worrying about the ends of lines in a paragraph. EasyWriter will always maintain your margins for you, carrying a word down to the next line if it won't fit. At

print-out time, EasyWriter will take care of arranging lines so that they conform to the format parameters you have chosen.

You will find that you will enter text much more quickly, because you won't have to look up at the screen as you near the end of each line in a paragraph. See the next paragraph to find out how to ensure that EasyWriter knows where you want paragraphs to end, so that word wrap won't tie multiple paragraphs together at print time.

CARRIAGE RETURNS (LINE FEEDS)

Again, on a typewriter you know that pressing the RETURN key moves you down a line, so that the next line of text appears on its own line. This is considered a "line feed" in the computer world. The Apple does not recognize pressing the RETURN key as a "line feed", but as a command to move the cursor down one line.

You will want to include a line feed between paragraphs, or in cases in which you want to shorten a line of text deliberately (e.g. an address or salutation in a letter). So, how do you do that? Use the combination SHIFT M (hold down the SHIFT key, and press the "M" key simultaneously). A right bracket (]) will appear on the screen to indicate you have entered a line feed at that point. DO NOT TYPE ANY TEXT ON THE SAME LINE FOLLOWING A SHIFT M CHARACTER. EasyWriter will not print any character that follows a line feed on the same line. Press the RETURN key to move the cursor down to the next line after you have entered a SHIFT M.

You must always use two (2) SHIFT M commands at the beginning of actual text to be printed in a file. Then press RETURN, to move the cursor down to the next line to begin entering text. The two SHIFT M's will look like]] on the screen.

As a final note, because EasyWriter does not recognize the RETURN key as indicating a line feed, blank lines that appear between lines of text on the screen will be eliminated whenever you scroll through the text, and when you save the file on the disk. This shouldn't worry you, because you will have used SHIFT M wherever you want blank lines to appear in the final print-out. Extra spaces between words will also be eliminated in the same way, and for the same reasons. Eliminating these extra lines and spaces allows you to use the memory and disk space that would otherwise be taken up by these unnecessary lines.

MINIMUM/MAXIMUM LINE LENGTH

We will show you how to create formats for your documents, so that they will print out as you would like them to look. The minimum and maximum line lengths available at print time are quite extensive, and should accomodate anyone's requirements. However, there are certain limitations within the Editor itself of which you should be aware so you don't receive an unpleasant surprise when you're finally printing a document.

As we just discussed, EasyWriter will eliminate all blank lines and extra spaces between words in order to conserve memory space. As part of this feature, single characters on a line will also be eliminated. Be sure that at least two (2) characters appear on each line that you want to be printed.

In addition, you may not enter more than 39 characters in a row without at least one space somewhere within the line. If you try to enter more than 39 characters without a space, EasyWriter will automatically insert a space after the 39th character. The only times this should create a problem is when you are attempting to create a long series of dashes or asterisks for a text border, etc. You can easily avoid this by doing something like this:

which is just as pretty and serves the same purpose. If you must enter a continuous string of characters exceeding 39 characters, you will have to use the User-Defined Character Substitution which is discussed later in the manual. For now, I'll just give you a rough idea of how it works.

First you'll define a keyboard character as the "backspace" character, by using the user-definable character command with the ASCII code for "backspace" (see the ASCII code appendix).

Then you'll type the desired character string up to and including the 38th character. Enter a space. Then enter the user-defined character for "backspace". Then continue typing the rest of the character string you want. You can repeat this sequence as many times as necessary to complete the border you want to create.

At print time, EasyWriter will type the first 38 characters, type the space you included, then backspace over the space (having encountered the

backspace command), and continue typing the rest of the characters. Neat, huh?!

DEFAULT CHARACTERISTICS AND HOW TO CHANGE THEM

For your convenience, "default" characteristics for page layout were built into EasyWriter. In other words, each time you enter the Editor, a standard layout is provided so that you don't have to set all the parameters each time. You may, of course, change any of these parameters for a specific document by inserting print format commands in the file. You may also change these defaults at print time, while in the File Printing System.

You may also use the configuration procedure discussed in the "Getting Started" portion of this manual to permanently change these default characteristics if you consistently use a different type of layout (e.g. legal-size paper). Just establish all new parameters in the File Printing System. Then enter the Editor, type CTRL N, then type "P". You will be taken through the configuration procedure you went through when first setting up your system. If you haven't changed your printer or printer interface, just use the answers you gave to these questions the first time through. When EasyWriter saves the "new" configuration on to the disk, it will also save the new default parameters you established while in the File Printing System.

Currently, having entered the Editor for the first time, the default characteristics are as follows:

Left Margin	0	(far left of screen/paper)
Line Length	79	(right margin 79)
Page Length	54 lines	(6 lines each for top/bottom margins)
Line Indent	0	
Line Spacing	0	(single spacing)
Page numbering	-1	(No page numbering)
Page Spacing	12	(6 line feeds to bottom of page/6 line feeds before start of text on next page)
Justification	Off	
Form Feed:	Off	

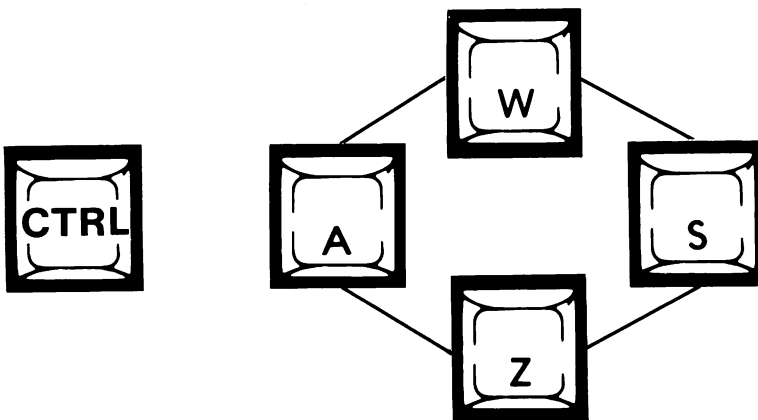
We have found these default characteristics to be appropriate for most home and business applications.

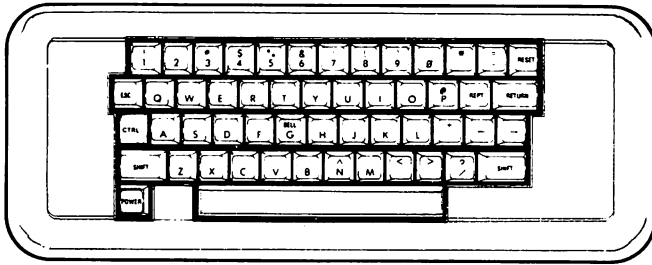
CURSOR MOVEMENT

Let's get on to entering and editing text (finally!). We've already told you that each character you enter will appear at the location of the cursor, which will move to the right as you type. Now we'll tell you how to move the cursor so it gets where you want it to go. Remember that you **MUST** use the cursor movement commands to move through actual text . . . if you use the space bar, you will quickly discover that your text will be replaced by spaces as you move the cursor!

Apple, Inc. was thoughtful enough to provide left and right arrows on the keyboard, and EasyWriter is smart enough to use these arrows to make the cursor go left and right. Try it. If you move the cursor all the way to the way to the left of the screen, the next time you press the left-arrow key the cursor will move to the far right-hand character one line up. If you move the cursor all the way to the right, the next time you press the right arrow-key the cursor will move to the far left-hand character one line down (it makes sense if you think about it).

EasyWriter also provides 4 keyboard commands to allow you to move the cursor through the text. In an effort to make them as easy as possible to remember, these keys were chosen to form a diamond on the keyboard, to remind you in which direction the cursor will move:





You may duplicate the left and right arrow cursor movement commands by using the commands CTRL A (left) and CTRL S (right).

To move the cursor straight up one line, use the command CTRL W. To move the cursor straight down one line, use the command CTRL Z.

In addition to these commands, there are a few others you should know to move the cursor quickly through the text . . .

CTRL M or RETURN will move the cursor down one line and to the far left of the screen.

CTRL Q will move the cursor alternately to the top left and bottom left corner of the screen. In other words, the first time you use CTRL Q, the cursor will move to the top left of the screen; the next time you use CTRL Q, the cursor will move to the bottom left of the screen. The next time, the cursor will move back to the top left, etc. . .

CTRL T moves the cursor 8 spaces to the right. You will find this command to be very useful for quickly moving forward through a line.

You can use the "repeat" key located to the right of the "P" key on the Apple keyboard in order to make any cursor command repetitive. Just hold down the repeat key and cursor command keys simultaneously.

SCROLLING TEXT

You can also move the text on the screen, which can be very handy if you have several pages of text in one file and want to look at it a screenful at a

time. This is called "scrolling". To scroll the text up a screen, which will move you toward the end of the text, enter the command CTRL X. To scroll down a screenful of text, which lets you move toward the beginning of your document, enter the command CTRL E. Once again, you'll notice that "E" is near the top of the keyboard, while "X" is near the bottom of the keyboard, which should help you remember which way the screen of text will move when you use these scrolling commands.

If you want to scroll to the beginning of the document, you may use the command CTRL R to return to the beginning of the file. This command won't take you anywhere if you are already at the beginning of the document.

If you want to scroll to the bottom of the document, you may use the command CTRL B. This command won't take you anywhere if you are already at the end of the document.

If you want to scroll the screen up one line, use the command CTRL W. This command will only work if the cursor is positioned at the top line of text on the screen. If you are on the bottom line of text CTRL Z will scroll the screen down one line. Again, you may use the REPEAT key with this command.

CORRECTING ERRORS

You may correct errors in your work in several different ways. You may move the cursor (using cursor movement commands) to a word you want to change, and just type over it.

DELETIONS: You may also DELETE A CHARACTER (or two or three) by using the command CTRL D. Just move the cursor until it covers the character you want to remove, and enter the command CTRL D. The character covered by the cursor will be deleted, and the text will be pulled over from the right to fill in the empty space.

You may also DELETE A LINE by using the command CTRL Y. Position the cursor anywhere on the line you want to delete, and enter the command CTRL Y. The line in which the cursor was positioned will be deleted, and the succeeding lines will move up to fill in the empty space.

INSERTIONS: Even the best of us may sometimes leave a letter out of

a word. EasyWriter is very forgiving, and will allow you to use the command CTRL F to INSERT a character. Characters will be inserted behind the cursor position, so move the cursor to the character that you want to follow your new insertion.

Having placed your cursor in the right place, enter the command CTRL F. Now just type the characters you want inserted. The text following the insertions will be pushed to the right to accommodate the additions. If you exceed the line length of the screen EasyWriter will word-wrap. Insert is turned OFF by using any CTRL command (such as cursor movement commands) or by pressing the right or left arrow. Don't forget that you must be in the Insert Mode in order to insert characters into a line of text. If you begin typing over text without turning Insert on, that's exactly what will happen—you will type OVER that text because EasyWriter will think you want to replace what's on the screen instead of inserting characters.

If you need to enter several lines of text, you may create blank lines by using the LINE INSERT command CTRL G. Blank lines will be inserted BELOW the cursor position, so be sure to place the cursor on the line which PRECEDES the intended location of the inserted text. This command toggles on and off. When the system is brought up from a cold start LINE INSERT will be off. Once you turn it on it will stay on until you press CTRL G again. This command will not work on the last line of the screen.

Having placed your cursor in the right place, enter the command CTRL G. You will hear a "beep" to remind you that you have entered the line insert mode. Now press RETURN. A blank line will appear below the cursor location, pushing down all following text. Each time you press RETURN, another blank line will appear. After you have created the needed number of lines, you may enter as much text as you need. Text following the insertions will continue to move down to accommodate it, and word-wrap will also occur as usual while you are inserting the text. Line Insert is turned OFF by entering the command CTRL G again.

BLOCK MOVES (CUT AND PASTE)

If you've done a lot of writing, you've probably had occasion to become very familiar with a pair of scissors and a bottle of rubber cement. Remember "cut and paste"? Well, EasyWriter can do that for you, too.

Here's how it works . . .

You select the beginning and end of the portion of text you want to move. Then you tell EasyWriter to take it out of the document. The block of text is really going to a special holding area in the Apple's memory called a "buffer", but you can pretend you've just cut that section of text out of the document and laid it aside for a moment. Now you indicate the place where you want to put text, and just tell EasyWriter to do it for you. And there it is!

This is how you do it . . .

1. Use the scrolling commands to position the first line of text to be repositioned so that it appears as the top line on the screen.
2. Use the cursor commands to place the cursor on the last line of text to be moved so that it appears as the top line on the screen.
3. Enter the command CTRL-N, C (enter the command CTRL N, release those two keys, then press the letter "C". Follow this way of entering the command for every block move command.) You will hear a "beep" as EasyWriter CLEARS the "buffer" in preparation for the block move.
4. Enter the command CTRL-N, S. The block of text will be SCOOPED off the screen and taken by your Apple to its special memory buffer for safekeeping. This buffer holds approximately 1000 characters: if the lines are full (close to 40 columns across) you will only be able to scoop up about one screenful. However, if your lines are short, you will be able to scoop as many as 70. If the block of text that you want to move covers more than 24 lines, first perform one CLEAR and one SCOOP from the bottom of the screen. Then position your cursor to the bottom line of new text that you want to move and simply press another CTRL N, S (DO NOT CLEAR THE BUFFER FIRST!). EasyWriter will scoop up as many more lines as it can. The number of lines that EasyWriter will hold in its buffer will usually be in the range of 31 to 47.
5. Use the scrolling commands to position the remaining text so that the moved block will be placed in the right position. EasyWriter will place the moved block above the current first line of text appearing on the screen. The line of text which appears at the top of the screen should be the one you want to appear AFTER the inserted block.

6. Move the cursor to the bottom of the screen (try CTRL Q). EasyWriter cannot insert a block of text over the cursor, so moving the cursor to the bottom of the screen will insure that there is room to insert the block.

7. Enter the command CTRL-N, R The block of text will be replaced back into the main body of text, clearing the buffer.

8. Any extra lines in the document as a result of the block move will be eliminated when you use the CTRL E and the CTRL X scrolling commands.

9. If you're done working on that file, return to the Disk System (CTRL K) and revise your file (R) so that you save all your changes.

You may also remove a block of text from one file and insert it into another file. Let's run through this procedure quickly.

You may retain a block of text in its original file, as well as insert it in a new file by ensuring that the original file is already saved on your disk with the block of text included. If you want to remove it completely from the current document, you should remove the block of text to the buffer, and then go to the Disk System to revise the file on your disk without the blocked text in it. THEN you will insert the block of text in the new file and REVISE that file. I will note along the way how you should handle the document in order to achieve either result.

1. If you want to retain the block of text in its current location, make sure the complete file is already saved on your disk.

2. Use the scrolling commands to position the first line of text to be moved so that it appears as the top line on the screen.

3. Use the cursor commands to place the cursor on the last line of text to be moved.

4. Enter the command CTRL-N, C (Enter the command CTRL N, release those keys, then press the letter "C"). You will hear a "beep" as EasyWriter CLEARS the "buffer" in preparation for the block move.

5. Enter the command CTRL-N, S. The block of text will SCOOPED off the screen, and will be taken by your Apple to its special memory buffer for safekeeping.

6. Now, go to the Disk System by entering the command CTRL K.

7. If you want to save the current file WITHOUT the block text in it, now is the time to enter the command "R" in order to Revise the file without the text in it. DO NOT REVISE THE FILE IF YOU WANTED TO SAVE THE COMPLETE DOCUMENT!

8. Now enter the command "G" (no CTRL key). EasyWriter will ask you for the file NUMBER of the file you want to get. Enter the file number of the file in which you want to place the block of text. The old file that used to be in memory in the Editor will be replaced by this new file (now you see why you should make sure the previous file was saved!).

9. Enter the command "E" to return to the Editor. You will see that your new file is now on the screen.

10. Use the scrolling command to position the remaining text so that the moved block will be placed in the right position. EasyWriter will place the moved block above the current top line of text appearing on the screen. So move the remaining text so that the first line of text which appears on the screen is the one you want to appear AFTER the inserted block.

11. Move the cursor to the bottom of the screen (try CTRL Q). EasyWriter cannot insert a block of text over the cursor, so moving the cursor to the bottom of the screen will insure that there is room to insert the block.

12. Enter the command CTRL-N, R. The block of text will be REPLACED within into the main body of text, clearing the buffer.

13. If there are extra lines in the document as a result of the block move, you may eliminate them by using the scrolling commands CTRL E or CTRL X.

14. If you're done working on that file, return to the Disk System (CTRL K) and revise your file (R) so that you save all your changes.

You will find that this Editor operation of BLOCK MOVES will become extremely useful to you if you create a lot of repetitive documents, such as form letters or standard legal documents. If you do a lot of that type of work, you should also look at the possibilities of the SAVE and REVISE commands in the Disk System, which will permit you to either customize a



document for a one-time application while not affecting the stored file, or to physically update the stored file on the disk.

WORD SEARCH

There is one other command that you will find especially useful in customizing documents. This is the capability to search for names and dates (or just about anything) in a document in order to replace them for another client.

Before searching for a word, be aware of the following:

1. EasyWriter will search from the currently displayed top line of text on the screen toward the bottom of the document. Use scrolling commands (try CTRL R) to move the text so that you are at the beginning of the document.
 2. EasyWriter will not find a PHRASE that has wrapped around to a second line.
 3. EasyWriter will only point out the first incidence of a search word on a given line.
 4. EasyWriter does not recognize the difference between upper and lower case letters (e.g. t and T). You do not use the ESC key when entering in a search string.
- 

To begin searching for a word, enter the command CTRL V. You will be asked for the "SEARCH WORD". Enter the word you wish to find exactly as you expect it to appear. If you suspect that this same string of characters may appear in the middle of a word (e.g. "and" and "commAND") be sure to put a space before and after the word you're looking for, so that EasyWriter will know if should only look for a complete word. If you wish to look for similarly spelled words, you may use the "wild card" character "#" to indicate "don't care" characters. For instance, entering the search word "T###E" will find "these", "those" "twine", as well as any other 5-letter word beginning with "t" and ending in "e".

After you enter the search word, press RETURN. The search will begin. When EasyWriter finds the word in the text, it will stop on the first character of the word. Then you may insert characters, type over or delete it the word. You can continue the search by entering the command CTRL C.



FORMATTING OUTPUT IN THE EDITOR

If you have already played with the Editor, I am sure you realize that the document isn't formatted on the screen as you would like it to look when printed. Don't worry. EasyWriter can take care of that if you give it the right information.

As we said earlier, EasyWriter was created with pre-existing default characteristics for print formatting. You may find out what these are by looking by looking at the screen found in the File Printing System, or by entering the File Printing System itself (CTRL P from the Editor, H from the Disk System). Before printing a document, you may temporarily change any of these characteristics, or change them permanently with the Program Configuration discussed at the beginning of the Editor section.

However, there are some formatting commands which aren't located in this list. In addition, you may not want to have to remember to change these standard defaults at print time if a file has special format requirements. EasyWriter will allow you to "imbed" format commands in the document itself while working in the Editor, to allow you to create a special format for the document.

These imbedded commands have certain standard characteristics with which you should be familiar. In addition, the imbedded commands must be created and placed in the text in a certain format in order to have them work. Be sure you adhere to all the requirements listed below whenever you use an imbedded command.

Imbedded Command Characteristics

1. Imbedded commands override and REPLACE the equivalent formatting values listed in the File Printing System. If you use an unusual imbedded command in a document, be sure to use the appropriate imbedded command to reset the default at the end of the document, or you might receive a nasty shock when printing another document after that. It's a good idea to use imbedded commands at the beginning of all your documents, so that you will be sure that the appropriate formatting values will be set for each document.

2. Imbedded commands do NOT print in the printed copy of the document. They will, of course, be acted upon.

3. Imbedded commands are saved on the disk with the text.

Imbedded Command Format

1. Any text PRECEDING an imbedded command must be ended with a line feed (SHIFT M).

(EXCEPTION: You do not need to enter a SHIFT M preceding an imbedded command if (a) the command is on the very first line in a file or (b) the command is following another imbedded command.)

2. Each imbedded command must appear on a line by itself, although you may create a series of commands, each on its own line.
3. Imbedded commands may not include any internal spaces.
4. Imbedded commands must begin at the far left margin of the screen.
5. Imbedded commands must begin with a period (.) followed by a letter which indicates the command's function.
6. You must use lower case letters to indicate the command's function. (Upper case [inverse] letters will not be acted upon as a command, but will be printed as part of the file.)
7. You must enter a number following the letter, to set a new value for the appropriate format function.
8. All values used must be within the "legal" range for that format function (listed below), or print formatting errors will occur.

Following are explanations of the commands which will allow you to format your documents professionally. Be sure to follow all rules listed above when you are using imbedded commands.

Left and Right Margins (Line Length)

As we noted earlier, EasyWriter provides standard margin settings by default.

You may change the left margin by using the imbedded command:

.mx

where ".m" is the command itself, and "x" equals the new value you wish to assign to the left margin. The legal range for this value is 1-100. Please note that location 0 (zero) will be considered a "space" at print time. Therefore, if you have an 80-column printer, set the left margin at "1" and the line length at 79, because EasyWriter includes one space at the beginning of each line.

You may change the right margin, by changing the line length, with the imbedded command:

.lx

where ".l" is the command itself, and "x" equals the new value you wish to assign to the line length. The legal range for this value is 25-100. If you want a wider line length, you must change this value in the File Printing System (whose range is 25 to 125). Don't forget the leading space that is automatically included at the beginning of each typed line, when you are considering line length.

Page Length

You may change the number of lines of text which will be printed on a page, if you are using legal-size paper, or printing envelopes. You may use the following imbedded command to do so:

.gx

where ".g" is the command itself, and "x" equals the new value you wish to assign to the page length (the number of lines of text on each page). The legal range for this value is 1-1000. If you need a longer page length, you must change this value in the File Printing System (whose range is 1-9999).

Please note that this value includes blank lines between text, as well as the lines of text themselves. For example, with page length set at 54, and line spacing set at 0 (single space), 54 lines of text will appear on the printed page. However, with page length set at 54, and line spacing set at 1 (double space), 27 lines of text will appear on the printed page.

Also be aware that 2 lines of text are reserved for page numbering when that function is ON. If "Titling" is activated, another 2 lines of text are also reserved for that function.

Paragraph Indent/Outdent

EasyWriter is capable of automatically indenting the first line of each paragraph, as well as allowing you to make the first line of each paragraph longer than the rest of the text. EasyWriter considers the first line of a paragraph to be any line FOLLOWING at least one SHIFT M character (J). So be sure you end each paragraph with a SHIFT M. You may reset the paragraph indent with the following command:

.ix

where ".i" is the command itself, and "x" equals the new values for the paragraph indent. The legal range for this value is -25 to +100. However, please note that the minimum value in a given document is determined by the left margin setting. A negative value here will "outdent" the first line that number of spaces to the left of the margin setting. Obviously, if the left margin is set at 0, you may not set a negative value for the indent.

Line Spacing

You may change the number of blank lines between text lines using the imbedded command:

.sx

where ".s" is the command itself, and "x" equals the number of blank lines between lines of text. The legal range for this value is 0-5. The appropriate command for single spacing depends on what printer and printer interface card you're using. If your printer has auto-line feed and it is turned ON, you should set line spacing to 0 within EasyWriter, because the printer will provide a line feed between lines. If your printer does NOT have auto-line feed, you should set line spacing to 1 within EasyWriter in order to achieve single-spacing. If you are using a printer interface card that has auto-line feed, as well as a printer that has auto-line feed, you will have to set line spacing to 0 within EasyWriter, and disable the auto-line feed in EITHER the interface card or the printer in order to achieve single spacing. If you're not sure what you have, either experiment with different spacing commands, or ask your friendly computer dealer.

Tabs

Setting tabs requires a little background information. As you know, you cannot set up columns of numbers or text on the screen by just using spaces between columns, because these extra spaces will be eliminated as you scroll through the text. Therefore, you must have a way of indicating tabbed information, without using the space bar. In addition, you must end each line containing tabbed text with a SHIFT M. Therefore, you must turn paragraph indent OFF before you set a tab, or EasyWriter will attempt to indent each succeeding line of text.

You may establish a tab in the text by using an imbedded command which includes a special "user-defined" (that's you) character. Once you have established that character, you must use it within the text, preceding any text you wish to tab.

You may ESTABLISH a tab by using the following imbedded command:

.tux

where ".t" is the command itself, "u" is the character you have selected to indicate a tab in the text, and "x" equals the number of spaces from the absolute margin you wish to tab. We suggest you select a character for "u" that you do not intend to use in the body of the document, as EasyWriter will perceive every incidence of this character as a directive to tab the requisite number of spaces.

You may USE a tab by simply entering your user-defined character directly in front of the information you wish to tab.

You may CLEAR all previous tabs by entering the imbedded command:

.t

which effectively assigns no value to the tab.

You may SET MULTIPLE TABS on a line by using the imbedded tab set command shown above, with the appropriate value selected for each setting. Just remember that all tabs are counted from the absolute left

margin to determine where a column should begin, and enter that value for each column. You may set up to 8 tabs on each line.

A sample multiple tab setting would like like this:

.i0	(Required to turn paragraph indent OFF)
.t	(Required to clear previously set tabs)
.t*5	(Will tab to column 6 when it encounters the asterisk in the text)
.t*10	(Will tab to column 11 when it next encounters the asterisk)
.t*15	(Will tab to column 16 when it encounters the asterisk for the third time)

If you're wondering why the column number is +1 from the value you actually set, don't forget the leading space that EasyWriter includes at the beginning of each line of printed text.

As you can see, multiple tab commands are activated consecutively. That is, on any one given line, the first time EasyWriter encounters an *, it will move the text to column 6; the next time it encounters the *, it will move the text to column 11; and the third time it encounters the *, it will move the text to column 16. Therefore, it is extremely important that you use each tab command you have set on every line you tab.

For example, let's say you have set up the above tab commands. If you have three lines of numbers you want to print in columns, you would enter them in your text like this:

*100*200*300]	(SHIFT M, remember?)
*300*400*500]	
*500*600*700]	
.t	(clears tab settings)

Those figures would print like this:

100	200	300
300	400	500

HOWEVER, if you had three lines of numbers you wanted to print in

columns, but not all lines were complete, you would enter them in your text like this:

```
**100*]  
*100**200]  
***100]  
.t
```

Those figures would print like this:

```
      100  
100      200  
      100
```

If you hadn't accessed all tabs on each line, including trailing tabs you didn't need, EasyWriter would move to the wrong tab setting on the next line. If you hadn't included the trailing asterisk in the first line, EasyWriter would have acknowledged the first asterisk on the second line by moving the text to column 16, because that is the next tab setting EasyWriter had in its list. Make sense? If not, try setting tabs without using all of them on each line, and you'll see what happens.

Page Numbering

There are two ways to affect page numbering. You may turn page numbering on and off, and you may assign the starting page number. By default, page numbering does not occur. You may reset the default in the File Printing System.

You may also turn page numbering on by using the imbedded command:

```
.nx
```

where ".n" is the command itself, and "x" equals the starting page number. When you link files, this will allow you to reset the value of the beginning page number for each section printed if the command is used at the beginning of each file. If you do not reassign page numbers, EasyWriter will automatically number consecutively through all files (provided, of course, that page numbering is turned on). The legal range for page numbers is -32768 to 32768.

When page numbering is turned ON, page numbers will appear centered at the top of each page.

You may turn page numbering off by using the imbedded command:

.n0

You should make a practice of using this command to turn page numbering off at the end of a document if you don't want your files to be numbered with consecutive page numbering. The File Printing System default is not automatically reset to OFF after a file is printed.

Titling

EasyWriter will also allow you to include a title on each page, which will appear centered at the top of each page which follows the titling command.

This command is a little different from the ones you have used previously. Do not precede this command with a period or a SHIFT M character. To create a title, enter the following:

SHIFT N SHIFT N text SHIFT M SHIFT M

where "SHIFT N SHIFT N" is the titling command, "text" is the title as you wish it to appear, and "SHIFT M SHIFT M" ends the command. I am sure you know by now that SHIFT N means "hold down the SHIFT key, and press the "N" key simultaneously".

When you enter the titling command, this is what will actually appear on your screen:

(two upper arrows) text]]

The (arrow) is what appears each time you enter the command SHIFT N. And you already know that the] is what appears when you enter the command SHIFT M.

You may replace titles on subsequent pages by simply retyping the titling command on the page where you want the change to occur, with the new text included.

You may delete titles on subsequent pages by simply retyping the titling command on the page where you want the change to occur, pressing the space bar to indicate "No Text", and ending the command with two SHIFT Ms.

Justification

Justification allows the right-hand margin to be perfectly aligned, by distributing the spaces between the words to allow for a straight edge. By default, justification is OFF. You may turn Justification ON in the File Printing System.

You may also use the following imbedded command in the document:

.j0

You may turn Justification OFF with the imbedded command:

.j1

Variable Incremental Spacing

As you know, justification will distribute spaces between words in order to evenly align the right hand margin of each line. Some printers are capable of "variable incremental spacing", which allows them to distribute spaces between characters as well as between words in order to achieve right hand justification. In many cases, this will improve the over-all appearance of a document, as the spacing achieved in this way is less apparent to the reader.

Such printers are capable of moving the print head in increments of 1/120 of an inch, and include most of the Diablo, Qume and NEC Spinwriter printers. If your printer does NOT have this capability, do NOT use this feature of EasyWriter, as your printed document will end up with all sorts of extra characters! In any event, you MUST turn justification ON in order to use this feature of EasyWriter.

In using this command, you will be defining the Horizontal Motion Index (HMI), which is simply how many 1/120's of an inch you want the printer to move between characters. A setting of 12 will create a "pitch" of 10 (10 characters to the inch), because you will be asking your printer to allot

12/120's of an inch to each character. The EasyWriter command to create 10-pitch would look like this.

.d12

where ".d" is the command itself, and "12" is the number of 1/120's of an inch that you want the printer to move between characters. Of course, you may substitute another number for the "12", within the legal range of 9-20. As the value you assign to the HMI becomes greater, the space which will appear between characters becomes greater.

Generally speaking, setting a HMI value of 12 will achieve 10-pitch, and setting a HMI value of 10 will achieve 12-pitch. If you are using a NEC Spinwriter, we suggest that the HMI value not exceed 14. In order to maintain readability, you probably will want to remain in the 11-14 range on all printers.

You must turn Justification ON, before a Variable Incremental Spacing command will take effect.

You may turn Variable Incremental Spacing OFF with the following imbedded command:

.d0

We suggest you use this command at the beginning of each document where you do not want variable incremental spacing to occur, as this value is not automatically reset to OFF after printing a document in which it has been turned ON.

Centering

Another nice feature of EasyWriter is the ability to center a line of text within a document, relative to the current margin settings. You will find this useful for headings and such. However, you **MUST** turn paragraph indent OFF (.i0), and the text to be centered must be terminated with a SHIFT M (J).

Use the following imbedded command to center a line of text:

```
.c  
text]
```

where ".c" is the command itself, "text" equals the line you wish to be centered, and "]" equals the SHIFT M command which ends the command format. Note that the text must be placed on the line BELOW the command, as no text to be printed can appear on the same line as an imbedded command (but you knew that, didn't you?).

Controlling Your Printer

Besides the imbedded commands used to format text, there are other commands you may need in order to further control your printer. These are commands which will make inserting single sheets possible, and starting and stopping your printer as needed.

Single Sheet Feeding

By default, EasyWriter will NOT stop between pages to allow you insert a new piece of paper. If you are using your own stationery, you will need to tell EasyWriter to stop between pages when printing the document. Imbed this command at the beginning of the document if you wish it to take effect after every page:

```
.p1
```

You may press any key to resume printing when you are ready.

You may disable the pause function with the following command:

```
.p0
```

Ejecting a Page

By default, EasyWriter will not eject a page until it has used the number of lines defined as page length (.g). You might wish to prematurely eject a page, to save space for a chart you wish to paste into that page. Or you may simply want to make sure that a certain section begins on a page by

itself. When EasyWriter encounters the following command, it commands the printer to move immediately to the next page to continue printing, regardless of how much space is left on the first page.

To eject a page prematurely, imbed the following command in the document, immediately preceding the text to be moved to the next page:

```
]]  
.h1  
]]
```

The two right brackets equals the command SHIFT M SHIFT M, and “.h1” is the command itself. This command MUST be preceded by two SHIFT M commands and followed by at least one.

Printing Selected Portions of a File

From time to time you may want to print only certain parts of a file. EasyWriter will allow you to load the entire file, and indicate those portions to be printed.

Use the following imbedded command to stop printing at a certain location in the file:

```
.e
```

When EasyWriter encounters this command, it will continue to process the file, but will not send any information to the printer until it perceives the imbedded command:

```
.b
```

which will indicate that EasyWriter should again send text to the printer.

These commands are useful if you print multiple copies of a document, but don't want certain portions to appear on all copies.

Formfeed

Some printers are capable of perceiving a “formfeed” character, which allows it to immediately jump to the top of the next page for printing. Some

printers cannot understand this command, and will linefeed (carriage return) down to the next page for printing. If your printer has formfeed capability, you may set the EasyWriter formfeed function ON in the File Printing System.

You may also turn formfeed ON while in the Editor, by using the following imbedded command in a document:

.f1

You may turn formfeed OFF while in the Editor, by using the following imbedded command in a document:

.f0

Line Feed to End of Page

You should make sure that formfeed is always OFF if your printer does not have that capability. There is an imbedded command available to determine the number of line feeds (carriage returns) which should be sent to the printer to move from the bottom of one page to the top of the next for printing:

.ax

where "a" is the command itself, and "x" equals the number of line feeds that will be sent to the printer. The legal range for this value is 0-100. We suggest the value of 12, as this allows 6 blank lines at the bottom of a page, and 6 blank lines at the top of a page, leaving 54 lines for text.

Formfeed MUST be OFF in order to implement this command.

USER-DEFINABLE CHARACTERS OR SPECIAL FEATURES FOR SPECIAL PRINTERS

EasyWriter was designed to take full advantage of many special features of your printer. Some of you are interested in doing straight text editing, and will never need to get involved in having your printer type different character fonts or type foreign character sets. On the other hand, some of you will want to use EasyWriter for very sophisticated applications, and have bought very sophisticated printers in order to do so. EasyWriter was

designed for both of you. If you're one of the former, you can skip to the next section about the Disk System. If you're one of the latter, stick with us while we explain how you can get the most of your printer when using EasyWriter.

You may want to send special commands to your printer to print special characters not found on the Apple keyboard, or to access special capabilities of the printer (e.g. different fonts) that are unique to your printer. The following information presupposes that you know what these special commands must be (look in your printer manual). Just be sure your printer is capable of performing these functions before you fill your text with them.

You will use the User-Definable Character command to access special capabilities of your printer. This command is limited only by your imagination. As you've already seen, you can use this command to circumvent the 39 continuous character limitation, as well as to easily set tabs in your text.

This command has two parts. First, you must assign a symbol for the user character, and provide the ASCII Code definition for the function you want that symbol to perform. Then you must use that symbol within the document itself whenever you want that function to be performed. Let's take this a step at a time:

Assign/Define the Character

`.u#XXX`

where ".u" is the command itself, "#" equals the special symbol you plan on using in your text to indicate that EasyWriter should send a command to the printer, and "XXX" equals the decimal ASCII code for the operation you wish to perform.

for "#" you should obviously use a character you don't plan on using in the actual text, because EasyWriter will interpret every incidence of that character as a command to send the appropriate ASCII code operation to the printer.

As an example, let's say we want to send a "space" to the printer, to make sure that a certain number of blank spaces are included in the document

when it's printed (remember, EasyWriter eliminates all extra spaces between words). We would define the space like this:

.u%160

Every time EasyWriter encountered the "%" character in the text, it would send the ASCII code "160" to the printer, which, according to the ASCII Code Appendix provided in this manual, will be interpreted as a "space".

CANCELLING THE SYMBOL

You may find that you will want to cancel the symbol you have assigned, in order to use it for another command, or because you need to use that special symbol within the text. In order to cancel that symbol as a user-defined character, enter the following imbedded command:

.u

where ".u" is the command itself, and no special symbol is defined.

USING THE SYMBOL

Working with the same symbol we have defined, let's say you want to insert spaces between phrases in a line. You want to spread out a line like this: NAME DATE TELEPHONE

You would implement that by typing the following:

NAME%%%%%%%%DATE%%%%%%%%TELEPHONE

Every time EasyWriter encountered the %, it would send a "space" to the printer. Simple!

You may use these user-definable characters to create special print capabilities, if you have the right printer. For instance:

SUB/SUBSCRIPT

EasyWriter can send half-line feeds to letter quality printers capable of performing this function. This will allow you to have subscripts and superscripts in your finished document for footnotes and mathematical notations. Just remember that if you send a command to print a character

a half-line up, you must finish by sending a command to print the next character a half-line down on the normal line of text.

First you must figure out what sequence you have to send to your printer to create a half-line feed. On the Diablo and Qume printers, the sequence ESCAPE D sends an upward half-line feed, and the sequence ESCAPE U sends a downward half-line feed to the printer. BE AWARE THAT THE "D" AND THE "U" MUST BE ENTERED AS CAPITAL LETTERS (i.e. use the ESC key to create a capital letter, which will appear on the screen as an inverse character). So, assuming you were using one of these printers, this is what you would do to create a super-script:

1. Define the ESCAPE character (ASCII Code for ESCAPE is 155; we'll use * as our special symbol).

.u*155

2. Use the special symbol within the text, with the appropriate command character for the upward or downward line feed.

"We are going to use 100*D3*U as our value in this case."

What you just created is 100 to the third power. How? Well, let's step through it. . .

1. EasyWriter will print the "100".
2. You have already defined the * as an Escape. Therefore, when EasyWriter encounters the * it will send an Escape to the printer.
3. Then, EasyWriter will send the D to the printer (making it ESCAPE D, which causes an upward half-line feed).
4. EasyWriter will then print the superscripted "3".
5. EasyWriter will again encounter the *, sending an Escape to the printer.
6. Then, it will send the U to the printer (making it ESCAPE U, which causes a downward half-line feed).

7. The print head is now in position to print the next letter of the text on the normal line position.

DO NOT FORGET THAT THE COMMAND LETTERS "D" AND "U" MUST BE ENTERED AS CAPITAL LETTERS!

In order to create a sub-script use the same formula, except you must enter the sequence "*U" before the sub-scripted character, and enter the sequence "*D" after the sub-scripted character, in order to move the print head down first, and then up.

Boldface Print

A printer creates boldface by typing a character (or characters), backspacing, and typing the characters again to make them darker. In addition, letter-quality printers capable of moving in increments of 1/120" can offset the second strike on each character, so that the characters will appear a little fatter. Boldface printing is useful for highlighting titles in a document.

EasyWriter can create boldface printing of an entire line provided that the printer being used is capable of moving in increments of 1/120 of an inch, and that it has a graphics capability. The example shown below uses command sequences applicable to the Qume printer. You will have to determine the appropriate commands if you are using any other printer.

First, let me explain why you are doing what you're doing. You will be telling your printer not to give a line feed during the boldfacing, and imbedding a command in the text to get line spacing to 0. Then you will type the characters you want to boldface, followed by a SHIFT M. Because you have turned off the line-feed capability of your printer, the printhead will move back to the beginning of the line it just printed. Then you will turn on the graphics capability of your printer, and enter a "space" (spaces are only 1/120 of an inch in the graphics mode). You will then return to "normal" non-graphics mode and re-type the characters you wish to appear in boldface. Because the graphic "space" offset the printhead 1/120 of an inch, the characters will appear in the printed text as darker and fatter than the rest of the characters in the document.

Now, let me show you the steps you will take to actually implement his procedure:

TURN OFF AUTO-LINE FEED ON YOUR PRINTER, then enter the following:

.s1	(Sets line spacing to 0)
.u*155	(establishes the * as the ASCII code for an ESCAPE character)
]]	(2 SHIFT M's required before start of any text)
<i>BOLD FACE TEXT]</i>	(don't forget the SHIFT M for carriage return)
*G *4 <i>BOLD FACE TEXT]</i>	(*G sends ESCAPE G to printer [graphics mode], "space" will move print head 1/120", *4 send ESCAPE 4 to printer [normal mode], text is re-printed on same line, SHIFT M sends carriage return to printer)
.s1	(resets line spacing to single-space)

Remember these limitations when trying this feature:

1. EasyWriter will return to the beginning of the line to begin boldfacing. Therefore, you may not boldface just a few words in a line.
2. You must use a capital G in order to have this graphics mode command work.
3. Your printer must be capable of moving in increments of 1/120 of an inch. Your printer must be capable of omitting auto-line feed while printing.
4. You must know the right commands to send to your printer in order to turn the graphics mode on and off.

OTHER PRINTER MAGIC

If you have a printer capable of printing several different type fonts, you could access these fonts from within the document by setting up each

font with its own special symbol and the appropriate character string. Then, whenever you wanted to turn on that font, you would just imbed in the text the appropriate special symbol to send the right character string to the printer.

Don't be afraid to experiment with the user-definable character capability of EasyWriter. If you have invested in a printer with special capabilities, you should let EasyWriter help you to take advantage of them!

OK, now that you have mastered the fine art of editing, let's move to the Disk System to find out what you can do while you're there! Just enter the command CTRL K, and turn the page.

SECTION 4 — THE DISK SYSTEM

DISK FILING SYSTEM			
C - CLEAR TEXT	P - PROTECT FILE		
S - SAVE NEW FILE	U - UNPROTECT		
G - GET A FILE	D - DELETE A FILE		
R - REVISE A FILE	E - EDITOR		
F - FORMAT A DISK	H - PRINT FILE		
* PRESS SPACE BAR AFTER REPLACING DISK *			

DISK MEMORY STATUS			

UNUSED	USED	% USED	
72	40	35	
1 LETTER	849	2 UNCOMMON	451
3 TABS	666	4 HEADER	443
5 QUME	294		
COMMAND:█			

HOW TO GET TO THE DISK SYSTEM

You may enter the Disk System from the Editor, by using the command CTRL K. You may enter the Disk System from the File Printing System by pressing the RETURN key to move the cursor to the comment "DONE?", and then pressing the "D" key.

HOW TO EXIT THE DISK SYSTEM

You may exit the Disk System and enter the Editor by pressing the "E" key. You may exit the Disk System and enter the File Printing System by pressing the "H" key.

WHY YOU'RE IN THE DISK SYSTEM

Once in the Disk System, you will find a great deal of useful information about your current files, and ways to use them in your editing. You will always enter the Disk System to get a stored file before beginning editing, to save files on disk, to revise files after making changes and to determine how much space you have left on your disk to store new files.

THE DISK SYSTEM HELP MENU

The first information you will notice is a "help menu", listing all of the commands you may use while in the Disk System to help you utilize your files. Each command is followed by a short description of its function. We have made every effort to make it easy for you to remember these commands by linking them to their function. For instance, typing "S" will allow you to Save a file on your disk.

THE DISK SYSTEM STORAGE CAPACITY

Below the help menu, you will see information concerning available space left on the disk for saving new files. This will help you get an idea of how much more information you may store before having to use a new diskette. The Used and Unused status is defined as a 1,000 character unit. In other words, if Unused space is noted as "72", you will know you may save an additional 72,000 characters before your disk is full. The "USED" is a quick reference for you to use, giving you information regarding the percentage of disk space left for file storage. The message of % Used will give you some further information about how much disk storage space is left.



You may store approximately 114,000 characters on a storage diskette (about 50 pages). If you use the EasyWriter program disk to store files, you will be able to store approximately 86,600 characters on the diskette (about 38 pages).

THE DISK SYSTEM FILING SYSTEM

Below the Disk Memory Status information, you will see a list of your files stored on this disk, including a file number (assigned by EasyWriter), a file name (assigned by you—including up to 9 characters or spaces), and the number of keystrokes stored in that file. You may store a maximum of 31 files on each diskette, regardless of the actual size of each file.

Below the help menu, you will see the comment “*PRESS SPACE BAR AFTER REPLACING DISK*”. If you need to change diskettes in order to find a file, you just put the new disk in the drive and press the space bar. EasyWriter will automatically catalog this new disk. You **MUST** depress the space bar to catalog the disk whenever you change diskettes, so that EasyWriter is aware that you are using a new diskette.



After saving a file, EasyWriter will re-display the Disk System File directory, with your new file included. You will notice that EasyWriter has assigned this file the lowest available file number. Therefore, if you had 12 files on your disk, deleted file number 6, and then saved a new document, EasyWriter would assign file number 6 to that new document.

SAVING FILES ON DIFFERENT DISKS/BACKING UP FILES

You may save a file onto a different disk by doing the following:

1. Make sure the file you want to save is currently residing in the Editor's memory (Get the file in the Disk System with the “G” command if necessary).
2. Remove the old diskette.
3. Insert the new storage diskette into the same disk drive.
4. Depress the space bar to catalog this new diskette. **YOU MUST ALWAYS DEPRESS THE SPACE BAR TO CATALOG A NEW DISK WHEN YOU CHANGE DISKETTES.**

5. Use the "S" command to Save the file on this new disk.

Do NOT Revise a file after cataloging a new disk. EasyWriter will write the revised file on the new disk in the same location that it perceived the old file on the old disk. Since the old file is not necessarily in the same place on the new disk, EasyWriter will write over whatever text is stored at that location. That could be messy. To put a revised version of a file on a back up diskette, keep the file in memory, catalog the new disk by pressing the space bar, delete the old version of the file from that disk, then save the revised version.

If you need to revise a file and have simply run out of space on the disk, you may delete an unwanted file to make space on the disk, and then Revise the file. Or just Save it onto a new disk.

Now that you understand what you're looking at in the Disk System, I bet you want to know how to use all those commands. Following is an explanation of all the commands you may give while in the Disk System. Remember, you may only use these commands while actually in the Disk System.

DISK SYSTEM COMMANDS

C

Clear a file: To erase any text currently entered in the Editor. Be careful about using this command as it's irrevocable. When you enter this command, the text currently in the Editor will be cleared from memory, and you will be taken to the introductory summary of Editor commands. Just press the space bar to enter the Editor, where you will be presented with a blank screen, ready for entry of new text. Only use this command if:

- 1) You have already SAVED or REVISED the file currently in memory and want to start working on a new file, OR
- 2) You aren't at all interested in ever looking at the information you just typed into the Editor, and could care less that it's not saved on the diskette.

This command will not affect any files you have already saved on the disk.



S

Save a file: To permanently save on disk a file currently in the Editor's memory, so that you can use it later. Just type "S" and carriage return. EasyWriter will ask for a file name. You may use any characters on the keyboard, including punctuation and numbers, as long as the name does not contain more than 9 characters, counting all internal spaces. As a hint, try not to use obscure file names, as you'll never figure out what they mean later. Try using standard designators for types of files, such as ending all letters with the designator LTR.

Use "S" to Save a new file you have just created, or to save an old file under a new file name. If you have used "G" to Get a standard document into the Editor, you might want to make a few changes to customize it for an individual client, and then Save this customized version under its own file name. Using "S" instead of "R" will allow you retain the standard document under its old file name, while storing the customized document as well.



G

Get a file: To load a file listed in the Disk System directory into the Editor in order for you to work on it. Just type "G", and the file NUMBER as it's listed in the directory. Of course, to actually look at and/or work on the file you just Got, you must type "E" to enter the Editor.

R

Revise a file: To update a file currently stored on disk, with changes you have made to it in the Editor. After Getting a file with the "G" command, you will want to work on it in the Editor. When it looks like you want it to, or if you're just ready to rest for awhile, you may either Revise the file or Save the file. Revising the file will save the NEW version OVER the old version of the file. If you choose to Revise the old file, just type "R". EasyWriter will ask you:

ARE YOU SURE?

and a cautionary "beep" sounds. Answer "Y" if you want to REPLACE the old version with the new version you just created. Answer "N" if you don't

want to lose the old version, and would rather Save the new version as a different file. Of course Protected files cannot be Revised. Remember that you may not Revise a file onto a new disk.

Periodic revision of a file while editing is highly recommended. It is a good way to ensure that you will not lose your changes due to accidentally hitting the RESET key, or a local power failure. To continue editing a file after you have revised it on the disk, just press the "E" key to reenter the Editor. You will find your file there, waiting for you to make further changes.

F

Format a disk: To create a new storage disk for EasyWriter files.

You may create either a "master" disk, which includes the EasyWriter program as well as storage space for files, or you may create a "storage" disk which only holds your files. If you create a master disk, you will have the convenience of using one disk for both the program and your files. However, you will have 24% less storage space for your files. If you create a storage disk, you will have the full capacity of your disk for file storage. However, you will have to use a "master" disk at the start of each working session in order to load the EasyWriter program into your Apple's memory.

You MUST use disks formatted FOR EasyWriter BY EasyWriter. This Format command lets you do this. Be careful with this command, as EasyWriter erases everything on the disk before it marks it with its special format. For this reason, when you type "F" to format a disk, EasyWriter will ask:

"DO YOU HAVE AN UNFORMATTED DISKETTE IN THE DRIVE?"

Be sure you have either a blank diskette in the drive, or one which contains information you will never wish to look at again. If you do, enter "Y" (meaning yes).

EasyWriter will give you one more chance, asking:

"FORMATTING THE DISKETTE WILL WRITE OVER EXISTING DATA;
DO YOU WANT TO PROCEED?"

Only say yes ("Y") if the diskette in the drive is a brand new, blank diskette fresh out of the box, or contains files that you don't mind saying goodbye to. If you say "N", you will just be returned to the Disk System. If you say "Y", EasyWriter will ask:

"DO YOU ALSO NEED TO INITIALIZE THIS DISK (Y/N)?"

If you have inserted a blank diskette fresh out of the box, say yes. EasyWriter will enter certain information on the disk which will allow it to store EasyWriter files on it. If you have inserted an old disk which you have previously used for EasyWriter files, you may enter "N", because EasyWriter has already written that information on the disk.

Now EasyWriter will ask you to decide if you want to create a "master" disk which includes the EasyWriter program, or you want to create a "storage" disk which only holds your text files:

"DO YOU WANT THIS DISK TO CONTAIN A COPY OF THE EASYWRITER PROGRAM? THIS WILL AUTOMATICALLY LOAD THE PROGRAM FROM A COLD START, HOWEVER, 24% OF THE DISK SPACE WILL BE UNAVAILABLE FOR EASYWRITER FILES. (TYPE Y/N)"

Enter "Y" to create a master diskette. Enter "N" to create a storage diskette. You will have to determine the pros and cons of each type of diskette. If you have only a few files to save, you might as well have the convenience of using a master diskette which includes the EasyWriter program. If you access many files, you will probably want to create storage diskettes that will hold more documents.

Once you have made your decision, and entered "Y" or "N", Easywriter will begin to create the type of diskette you have requested. This procedure takes about 45 seconds, during which time the disk "in use" light will be on. DO NOT REMOVE THE DISKETTE WHILE THIS PROCESS IS TAKING PLACE.

P

Protect a file: To mark a file so that it cannot be changed or deleted. Just type "P", and enter a file NUMBER when requested. the file number of a Protected document will be displayed in inverse video in the Disk System catalog.

This is a useful function to safeguard standard paragraphs you may wish to use over and over. Protected files may be gotten in the Disk System, and looked at and changed in the Editor, but you will not be able to make these changes permanent by Revising the document on the disk. You may, however, print the document as edited before clearing the Editor's memory. You must actively Unprotect a file in order to change or delete it, once you have Protected it.

U

Unprotect a file: To remove protection from a specific file so that it may be revised or deleted. Just type "U" and carriage return. EasyWriter will ask you to provide a file number. Enter the file number of the file you wish to Unprotect and carriage return. EasyWriter will remove protective coding from that file so you may revise or delete it. The file number will no longer be displayed in inverse video.

D

Delete a file: Again, this is a fatal command. Be sure you mean it when you use it. Just type "D" and supply the file NUMBER when asked. EasyWriter will ask:

"ARE YOU SURE?"

and a cautionary "beep" sounds. Only say "Y" if you have no future use for this file. The file will be deleted and its name and number will be removed from the Disk System catalog.

E

Edit a file: Just type "E" to enter the Editor from the Disk System, where you may begin creating a new document, or begin editing a file that you have just gotten with the Get command in the Disk System.

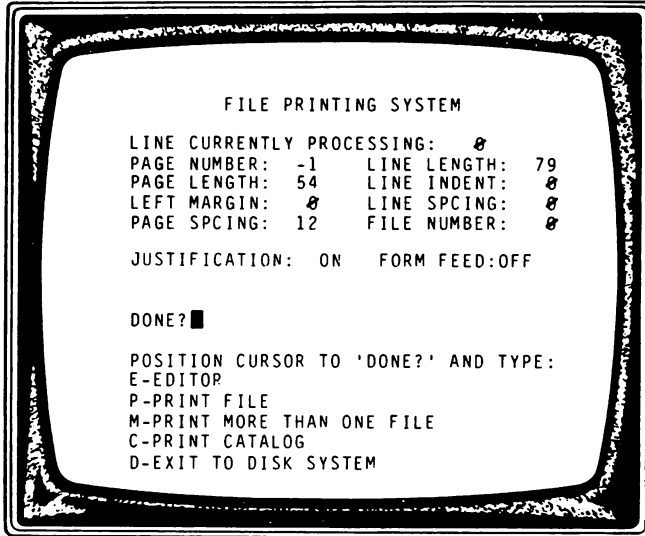
H

Print a file: Just type "H" to enter the File Printing System, where you may change print format commands, and print whatever file currently resides in the Editor's memory.

Well, that's about it for the Disk System. Just remember that these commands only work while you're actually in the Disk System (you'll know you're in the Disk System when the file directory appears on the screen).

Why don't you type "H", and we'll move into the File Printing System to find out what you can do there?

SECTION 5 — THE FILE PRINTING SYSTEM



FILE PRINTING SYSTEM

LINE CURRENTLY PROCESSING: 0
PAGE NUMBER: -1 LINE LENGTH: 79
PAGE LENGTH: 54 LINE INDENT: 0
LEFT MARGIN: 0 LINE SPCING: 0
PAGE SPCING: 12 FILE NUMBER: 0

JUSTIFICATION: ON FORM FEED: OFF

DONE? ■

POSITION CURSOR TO 'DONE?' AND TYPE:
E-EDITOR
P-PRINT FILE
M-PRINT MORE THAN ONE FILE
C-PRINT CATALOG
D-EXIT TO DISK SYSTEM

HOW TO ENTER THE FILE PRINTING SYSTEM

You may enter the File Printing System from the Editor by using the command CTRL P. You may enter the File Printing System from the Disk System by entering the command "H".

HOW TO EXIT THE FILE PRINTING SYSTEM

You may exit the File Printing System and enter the Editor by using the RETURN key to position the cursor to the comment "DONE?", and entering the command "E". You may exit the File Printing System and enter the Disk System by using the RETURN key to position the cursor to the command "DONE?", and entering the command "D".

WHY YOU'RE IN THE FILE PRINTING SYSTEM

You have entered the File Printing System for one of two reasons: you are ready to print a document which currently resides in the Editor's memory, or you wish to change some of the default printing formats listed in the File Printing System display.

THE FILE PRINTING SYSTEM DISPLAY

The File Printing System Display will advise you of the printing formats currently in effect. If you have NOT imbedded commands within a document itself, these formats will establish the printed look of the final document. If you HAVE imbedded commands within a document, those imbedded commands will supersede and REPLACE the displayed values in the File Printing System.

In other words, if line spacing is set at 0 in the File Printing System display, but a command is imbedded within the document to change line spacing to 1, the document will be printed in double space. In addition, the displayed value in the File Printing System will be changed to 1 when EasyWriter encounters the imbedded command while printing the document. For this reason you should always imbed commands within your document so that its printed format will conform to the look you want. If you're consistent about imbedding commands in each file you won't having to worry that the File Printing System defaults are not appropriate for a specific document.

CHANGING DEFAULT CHARACTERISTICS TO PRINT A FILE

We have already listed the default format characteristics in the Editor section. You will see these reflected the first time you enter the File Printing System. You may use the RETURN key to move the cursor to the appropriate default characteristic in order to change it, but you may only enter a value that is within the "legal range" for that particular characteristic. Entering an unacceptable value will cause print format errors, and may stop the printing process. Let's go over the format characteristics so you understand what EasyWriter is telling you, and how you may change these defaults for a specific document:

Line Currently Processing: If you are printing a file, this comment will advise which line EasyWriter is currently sending to the printer. If you have imbedded the command ".e" within a document, this comment will advise you what line EasyWriter is currently passing over, although it is not sending the line to the printer. You may not make any entry here, as this is just an advisory comment from EasyWriter to you. When a document is not being printed, you will, of course, be advised that the line currently being processed is 0.

Page Number: The default value is -1. The notation "-1" here indicates that page numbering is deactivated. You may enter any number here to begin page numbering at the beginning of a file. EasyWriter will number the first page of the file with whatever number you assign, and number following pages consecutively from that number. To cancel page numbering enter a 0. EasyWriter will display this as a "-1" as soon as it begins to process the file.

There is no minimum legal value that you may enter here. The maximum legal value you may enter is 32767.

You should imbed a command at the beginning of each document to reset this default to the appropriate number, or EasyWriter will begin printing the next document with the next consecutive page number. This was designed to allow you to link separate files together at print time so that they will print as one document.

Page Length: The default value is 54. The notation entered here is the

number of lines of text (and blank lines between them) that will be printed on each page. Please recall that 2 lines of this allotted space will be used by EasyWriter if page numbering is enabled. If "Titling" is also used, an additional 2 lines of this space will be used for the title. Within the File Printing System, the minimum legal range for this value is 1, and the maximum legal range is 9999.

Left Margin: The default value is 0. The notation entered here is the number of columns that the actual text should be offset from the absolute left margin of the printer. Don't forget that EasyWriter includes a preceding space prior to typing text on the printer. Therefore, if your printer width is 80 columns, and your left margin is set at 10, you may not have more than 69 characters on a line, as the preceding space will use up the first column of the line. The minimum legal value to be entered here is 0. The maximum legal value to be entered here is 125.

Page Spacing: The default value is 12. The notation entered here is the number of blank lines (line feeds) which will be inserted between the last line of text printed on one page, and the first line of text of the next page. This characteristic allows you to use continuous form paper without worrying if the text will begin at the right place on each page. If your printer has automatic formfeed capability, and it has been turned ON in the File Printing System display, that capability will be used when the designated number of lines has been printed on a page. The minimum legal value to be entered here is 1. The maximum legal value to be entered here is 2000. If you have enabled page numbering and titling, the minimum legal value is 3, to allow space for the page number and title to be printed on each page.

Line Length: The default value is 79. This notation indicates the number of characters to be printed on each line. Within the File Printing System, the minimum legal value to be entered here is 25. The maximum legal value to be entered here is 125. However, with Justification turned ON, the maximum legal value is 80. Of course, you may not establish a line length which exceeds the physical limitations of your printer.

Line Indent: The default is 0. This notation indicates the number of columns the FIRST LINE OF EACH PARAGRAPH should be offset from the established left margin. You may enter a negative number here to "outdent" the first line, so that it extends into the left margin area. The minimum legal value to be entered here is -25. The maximum legal value to be entered here is 100.

You may NOT "outdent" the first line more than the established left margin setting. For example, if the left margin is set at 0, you cannot enter a negative value for line indent, as you would be asking EasyWriter to print text to the left of the absolute left margin of the printer, which is physically impossible. For the same reason, if the left margin is set at 5, the maximum "outdent" for the first line would be -4.

Line Spacing: The default value is 0. This notation indicates the number of "extra" line feeds to insert between lines of text. Since most printers have an automatic line feed, a setting of 0 ensures single spacing of text. A setting of 1 would add an extra line feed sent to the printer by EasyWriter, creating double-spaced text. If your printer does NOT have automatic line feed, you should set this value at 1 to achieve single spacing. If BOTH your printer and your printer interface card have automatic line feed capability, you will have to disable this capability on one OR the other, and set Line Spacing to 0, in order to achieve single spacing of text. The minimum legal value to be entered here is 0. The maximum level value to be entered here is 10. Don't forget that additional spacing between text lines does not effect the page length setting. If you have set page length to 60, and are printing double-spaced, 30 lines of text will appear on each page.

File Number: The number of the file that is currently being printed will be displayed here.

Justification: The default value is ON. This notation indicates that a perfectly straight right hand margin will be achieved at print time by distributing spaces throughout the text on each line. If you want an even right-hand margin, enter "Y". The comment "ON" will appear next to the word "JUSTIFICATION". If you want a ragged right-hand margin, enter "N". The comment "OFF" will appear next to the word "JUSTIFICATION."

Formfeed: The default value is OFF. This notation indicates that printers with automatic formfeed will advance the paper directly to the right place on the succeeding page to begin printing. If your printer has this capability, enter "Y" to use it with EasyWriter. The comment "ON" will appear next to the word "FORMFEED". If your printer does not have this capability, or you do not wish to use it, enter "N". The comment "OFF" will appear next to the word "FORMFEED".

Don't forget that imbedded commands will affect the File Printing System display. Be sure to check the display before printing a document, to

insure that the format characteristics conform to the parameters you wish to display for that document.

PERMANENTLY CHANGING DEFAULT CHARACTERISTICS

If you consistently use a non-standard format, you will want to permanently change the default characteristics displayed in the File Printing System. This is very easy to do. First, enter the changes in the File Printing System, by using the RETURN key to move the cursor to the appropriate position and entering the new information. When you are finished, move the cursor to the comment "DONE?" and press the key "E" to enter the Editor.

Once you are in the Editor, enter the command CTRL-N P (enter the command CTRL N, then press the "P" key. You will enter the Printer Configuration procedure. This is the same configuration you went through when you first began using EasyWriter. Turn to the Introduction of the manual to answer the questions you will be asked. When you have completed the series of questions, EasyWriter will ask:

"SAVE TO DISK (Y/N)?"

Press "Y" to save the configuration to your disk, which will also save the new default values you established in the File Printing System.

NOTE: YOU MUST TURN OFF VARIABLE INCREMENTAL SPACING BEFORE SAVING YOUR NEW DEFAULT CHARACTERISTICS ONTO YOUR DISK. If you don't, this value will be saved "ON", and may create peculiar results when printing. Since incremental spacing may only be turned ON or OFF by encountering the appropriate imbedded command within a document you are printing, be sure to imbed the command ".d0" at the beginning of the last document you print before making permanent changes in the File Printing System display.

PRINTING A DOCUMENT

Printing is done from the File Printing System. The print system can be entered either from a file or from the disk system. Just remember that EasyWriter will print whatever text currently resides in the Editor's memory. Therefore, if you enter the File Printing System from the disk system you must first 'get' the document you wish to print before you start printing. If you wish to link files together to print them as one document

you only need the first file in memory. Following files will be pulled into memory for printing as needed.

One more word of warning before you give the final print command: EasyWriter begins printing IMMEDIATELY after receiving the command. Make sure that your printer is ON, and the paper is correctly positioned in the printer. If you are using single sheets, be sure you have included the command ".p1" at the beginning of the file so that EasyWriter will stop between pages.

When you are ready to print, and are certain that the print characteristics displayed in the File Printing System are appropriate, use the RETURN key to position the cursor to the comment "DONE?", and press the "P" key. Printing will begin.

LINKING FILES TOGETHER FOR PRINTING

You might break up a long document into several files to make it easier to edit. Prior to printing, you would want to link these files together in the right order for printing. You may link up to 14 files. You may link files on one diskette, or on several diskettes. Just make sure that the first file in the series is in the Editor's memory before you establish the link between files.

To link files in the File Printing System, use the RETURN key to position the cursor to the comment "DONE?", and enter the command "M". The catalog of your files will be displayed on the screen. Enter the file number of each additional file you wish to print, each file number separated by a comma (e.g. 2,3,5,8). You don't need to enter the file number of the first file you wish to print, as it is already in the Editor's memory. When you are done entering file numbers, just press RETURN to begin printing.

You will need to be available to change diskettes if you have listed files from different diskettes. Just enter the file numbers as shown on each diskette, again separated by commas. For example, if you wanted to print files 1 and 3 from Disk A, and files 2 and 4 from Disk B, you would enter the following sequence: 3,2,4 (remember, file 1 is already in memory). Be sure you change disks while file 3 from Disk A is being printed, or EasyWriter will print files 2 and 4 from Disk A also. Watch the display where you see which file is currently being processed. While file number 3 is being printed take out that diskette (A) and insert the diskette holding files 2 and 4 (B).

PRINTING MULTIPLE COPIES

You may print multiple copies of a single file by using the link command "M" in the File Printing System. Just enter the same file number the appropriate number of times, when defining the files to be linked. For example, if you wanted to print file 7 a total of 3 times, you would get file 7 into the Editor's memory. Then you would move to the File Printing System, enter the command "M", and list the files to be linked as "7,7". EasyWriter would print file 7 currently residing in memory, then print file 7 two more times as directed by the link command.

That's all there is to it. Have a good time! If you want something to practice on, turn to the Tutorial section, which will help you learn to edit, save, link and print. We hope you have as good a time with EasyWriter as we do. BYE!

SECTION 6 — TUTORIAL

This section will give you some sample text to play with. First we will create a letter, edit and save it. Then we will link this letter to make multiple copies and print it. It's all very easy with EasyWriter. . .

I'm going to assume you have configured your system and are ready to begin work. Insert your program disk, and start the drive. You will see the EasyWriter title page. Press the space bar. You will see the summary page of Editor commands. Press the space bar. You are now in the Editor. Remember to use the left and right arrows to move the cursor back to correct any errors you have made while entering text. Comments enclosed in parentheses are for your information only. Please don't type them!

First, we will set the print format parameters we want for this document, as well as setting tabs. Notice which commands we use at the beginning of the letter, and use them for your own if you want. Remember, each imbedded command must be on a line by itself. Use the RETURN key to move down to the next line for each command:

<code>.j0</code>	(justification ON)
<code>.t</code>	(clear any previous tabs)
<code>.t%30</code>	(establishes "%" as a command to tab to 30)
<code>.i0</code>	(cancels paragraph indentation)
<code>.l56</code>	(establishes line length of 56 characters)
<code>.g40</code>	(establishes page length of 40 lines)
<code>]]</code>	(SHIFT M SHIFT M required between text and imbedded commands)

Make sense? Now we're ready to enter text. Just use the left arrow to backspace if you make any errors. If you left out any letters, use the cursor control keys to move back to the word, and use the insert command (CTRL F) to enter the character you left out. Don't forget that you must use the ESC key before you enter any letter you wish to print as a capital. Capital letters will appear in inverse video on the screen.

The first text we will enter is the date. We want to use the tab for this, which we established as "%" up above, so it will look like this:

```
%August 15, 1979      (date tabbed 30 spaces)
]]]                  (3 line feeds between date and address)
Mark Nothdurft]      (name, followed by line feed)
133 Terrace Street]  (address, followed by line feed)
Chicago, Illinois 60611] (address, followed by line feed)
]]                  (2 line feeds between address and
                    salutation)
Dear Mark,]          (salutation followed by line feed)
]]                  (2 line feeds between salutation and body)
.i5                  (sets paragraph indentation to 5)
You are reading a letter that has been written, edited and printed on
Information Unlimited Software's Apple-II word processor, EasyWriter.
]]                  (2 line feeds between paragraphs)
EasyWriter allows you complete cursor control, move it up, down, left,
right—anywhere in your text. Then insert or delete characters in your
text with a touch of a key. You can store over 30 complete and
separate text files on a single diskette, then link them together for
printing. Incremental spacing capability is part of this powerful word
processor. You may justify both the right and left sides of your
document.
]]                  (2 line feeds between paragraphs)
EasyWriter is ready to use when you are. It could easily be the best
investment you ever made for your APPLE.
]]                  (2 line feeds between paragraphs)
We are dedicated to bringing you] (enforced line feed)
"Computer Products of the Future .....Today."]] (2 line feeds)
%Sincerely yours,]]] (tab to 30, 4 line feeds before signature)
%Bill Baker]         (tab to 30, 1 line feed to next line)
%National Sales Manager] (tab to 30, 1 line feed)
```

OK, it is time to proof read. Scroll up to the top of the document (CTRL R) to begin. Use the cursor control keys to move to any errors. Just type over misspelled words, or use the character insert command (CTRL F) to insert missing characters. Be sure that every character you want to print as a capital letter appears in inverse video on the screen.

Done? Let's go to the Disk System and save it. Enter the command CTRL K. When you see the Disk System help menu on the screen, enter the command "S". Let's call this Tutorial. This file should appear as file 6 in your directory, if you just started using EasyWriter (we gave you some sample files to play with).

Now let's clear the Editor's memory, just for practice. Enter the command "C". You will be taken to the summary of Editor commands. Press the space bar to enter the Editor. A new file could be started at this time. For now let's just return to the disk system again (CTRL K). Enter the command "G" to get the Tutorial back into memory for printing. Give the file number (6) when asked. Now let's print the file.

Move from the Disk System to the File Printing System (P). When the File Printing Display appears on the screen, use the RETURN key to move the cursor to the comment "DONE?". Enter the command "M". We are going to print Tutorial twice, and then print another file right after that. So enter the linking file numbers like this: 6,1

We know the Tutorial is already in memory, so EasyWriter will print that file first, print it again, then print file 1.

TURN YOUR PRINTER ON. INSERT PAPER. PRESS RETURN.

OK, there's your first copy of the Tutorial. Then your second copy. Now, EasyWriter is printing file 1. Does it look just like the first two letters? It should. What you created with the Tutorial was a duplicate of the first file on your disk, called "LETTER". Compare your version and our version. Are they exactly the same? Then you did everything right! Good for you! If yours looks different, go back to the Disk System, get file 1, move to the Editor and look at it. You should be able to figure out what you did wrong. Don't forget all the rules for imbedded commands. Make sure you entered a SHIFT M (J) wherever you wanted a line feed to appear.

Well, that concludes the tutorial. Try writing a letter to the folks at IUS telling us what you think about our EasyWriter. We are constantly working to improve EasyWriter, and need to hear your suggestions.

Good Luck!

SECTION 7 — APPENDICES

APPENDIX A — PRINTER CONFIGURATION

The information presented here concerns setting up your printer and special circumstances regarding the equipment of different manufacturers. This information is of a more technical nature than the average user will care (or need) to read.

If you are working with a system already satisfactorily in operation, this is not required reading.

1. RECONFIGURING THE PRINT SYSTEM

Reconfiguration is performed from within the Editor. From the Disk Filing System, press E.

With the cursor anywhere in the editor screen, type a CTRL-N and the non-control character P. The screen clears and the following is displayed:

PRINTER TYPE:

1. DIABLO OR QUME
 2. SPINWRITER
 3. OTHER
- WHICH (1, 2, OR 3):

Enter the appropriate number for your system.

Next the prompt:

SLOT:

appears. Enter the slot your interface card uses. If you are unsure, enter "FDF0" for now, which will direct the File Printing System output to the APPLE screen. When you find out which slot is to be used, perform this procedure again.

Next the prompt:

INTERFACE TYPE:

0. CUSTOM

1. PARALLEL

2. SERIAL

3. COM, CCS, SSM

ENTER:

Make the appropriate entry as follows:

- 0. - using a custom printer driver.
- 1. - using the APPLE parallel interface circuit card.
- 2. - using the APPLE serial interface circuit card.
- 3. - using other manufacturers interface circuit cards.

Last, the prompt:

SAVE TO DISK (Y/N)?

Press Y to save the new configuration (this actually saves the entire disk operating system including the present File Printing System default values).

This simple routine can be used quickly and easily to allow EasyWriter to work with a new printer, permanently or temporarily.

2. CUSTOM PRINTER DRIVERS

The Apple memory area from \$300-\$3F2 (hexidecimal notation) is reserved for custom printer driver routines. Any custom printer driver you install for your EasyWriter should appear at this address, and should NOT attempt to modify Apple DOS (remember, Apple DOS is not present when you are using EasyWriter!).

To customize your EasyWriter system for your own printer driver, follow these steps:

- 1. Assemble your printer driver routine to run at \$300.
- 2. Store the routine's object code at \$8000 (a "safe" area not destroyed by the bootstrap operation).

3. "Boot" EasyWriter as usual (see "Getting Started").

4. Enter the Editor.

5. Enter the command CTRL-N,F (enter the command CTRL N, then press the "F" key).

The disk "in use" light will go on, while the printer driver code is copied from \$8000 to \$300. When the process is complete, the printer driver routine will be loaded automatically each time you load EasyWriter.

When you perform the printer configuration procedure, you will select "CUSTOM" as your printer interface type, and indicate 1 as your SLOT#. Save this new configuration to disk.

This may view your current printer configuration at any time by entering the command CTRL-N,L while in the Editor.

Diablo/Qume *NOTE Printer card of your choice.

Spinwriter 5515/5525

PRINTER TYPE: 1

SLOT: 1

INTERFACE TYPE: 2*

Centronics

PRINTER TYPE: 3

SLOT: 1

INTERFACE TYPE: 1*

Spinwriter 5510

PRINTER TYPE: 2

SLOT: 1

INTERFACE TYPE: 1*

Your System

PRINTER TYPE:

SLOT:

INTERFACE TYPE: *

Custom Printer Driver

PRINTER TYPE: 3
SLOT: 1
INTERFACE TYPE: 0

Print to the Screen

PRINTER TYPE: 3
SLOT: FDF0
INTERFACE TYPE: 0

APPENDIX B — EDITOR COMMAND SUMMARY

CTRL-Q: Cursor TOP or BOTTOM LEFT

Moves cursor to upper or lower left corner of the screen. Has a "switch" effect: reverses itself with each use.

CTRL-A: Cursor LEFT (same as right arrow)

Steps back to end of previous line if positioned at left side. If at screen top, wrap-around to same line.

CTRL-S: Cursor RIGHT (same as right arrow)

Steps forward to beginning of next line if positioned at right side. Forces RETURN if located at bottom right of screen.

CTRL-W: Moves cursor DOWN one line. If the cursor is on the screen's bottom line the screen is scrolled.

CTRL-T: Moves cursor 8 spaces RIGHT

Wrap-around is to same line.

CTRL-X: Scrolls the TEXT UP one screenful

CTRL-E: Scrolls the TEXT DOWN one screenful

CTRL-B: Scrolls to the END OF TEXT

Displays the last screenful.

CTRL-R: Scrolls to the BEGINNING OF TEXT Displays the first screenful.

CTRL-F: Character insert mode.

Any control character cancels character insert mode. Avoid using CTRL-F with the cursor positioned between words as it can force the Editor into the line insert mode.

CTRL-D: DELETE CHARACTER under the cursor Shifts the rest of the line left one character

CTRL-G: Line insert mode

Place the cursor on the line BEFORE the entry point. Press CTRL-G ("bell" sounds). Then press RETURN to open a blank line. Each successive RETURN or word wrap-around opens a new blank line.

CTRL-G is a "switch" function. Each successive use reverses the state. To exit line insert mode, press CTRL-G a second time. EXCEPTION: Feature is turned on BUT EFFECT IS SUPPRESSED at the second line from the bottom (23).

CTRL-Y: DELETE the LINE containing the cursor Closes up text. Be careful using this command together with the REPT key. You can lose a lot of text quickly!

CTRL-V: Character-String Search Mode

The screen blanks and prompts for the word to find. Enter the character(s) and press RETURN. Text scrolls past and search occurs at top screen line. Finds only one occurrence per line. Cursor positioned to first character of search string.

"Wild card" searches are provided. Use "#" (pound sign). (i.e. "s##p" will locate the text strings: stop, step, ship, slap, etc.)

CTRL-C: Continue search

Last word entered to search mode. The cursor may occasionally "find" a non-existent character. It stops on a blank line. Press CTRL-C again and the search continues. This will not happen more than once in a file.

CTRL-O: exit to BASIC

No DOS available.

CTRL-N: Special function command. Keys special additional functions.

A) TEXT BLOCK MOVES

1. Block is defined as the text between the top of screen and the line containing the cursor. Align the top of your text block to the top of the screen.
2. Press CTRL-N C - Clears buffer. MUST be done on first use after power-on or text may be lost.
3. Position cursor to block's last line.
4. Press CTRL-N S - Text from screen top to the cursor scrolls up of screen into the block move storage area.
5. Decide where to re-insert the text. Move that line to the top of the screen.
6. Position the cursor to the bottom of the screen (or to the same position as the end of the original block of text).
7. Press CTRL-N R - Scrolls text from the storage area onto the screen until the cursor is reached.



NOTE: Text storage area will hold a maximum of approximately one and a half screens of text.

B) PRINTER INFORMATION/CONFIGURATION

CTRL-N L - Scrolls text from screen and displays present printer configuration.

CTRL-N P - Scrolls text from screen and offers a set of options for altering printer configuration.

CTRL-N F - Copies custom print routine from hex \$8000 to diskette. This routine becomes a part of EasyWriter. Routine must run within hex \$300 to \$3F2 and should not use APPLE DOS.

EXITING THE EDITOR

CTRL-P: Enter FILE PRINTING SYSTEM.



CTRL-K: Enter DISK FILING SYSTEM.

CTRL-O: Leave EasyWriter - Enter BASIC.

APPENDIX C — PRINT COMMAND SUMMARY

Imbedded Commands

.n0 - disables the page numbering feature. Print Format Table displays -1.

.n5 - begins numbering pages starting at "5". Any number between -32768 and 32767. Print format display shows the current page being printed.

.p1 - Halts printout at the end of current page length for any purpose (manual page insertion, etc.). Press any key to resume printing.

.p0 - Disables pause feature

.c - Centers the following line of text, provided:

- A) Line is terminated by a "J" (SHIFT M) character.
- B) Indent has been set to zero.

.m5 - Sets the left hand margin to 5 spaces from the left. Range: 1 to 100.

.i5 - Sets paragraph indentation by the number following the "i". can be as low as the negative amount of the left margin entry, plus 1. That is, if margin is 5, then .i-4 is the lowest possible setting.

.s0 - Sets the number of blank lines between typed lines. range: 0-5.

.l75 - Sets line length 75 from the left margin setting. If the left margin is set to 10, then the 75th character on that line will be in column 86 (remember the leading space). Margin plus Line length -1 is your maximum print width.

If justification is turned OFF, the line will be shorter or equal to the line length setting. Range: 25-100.

.j0 - Turns justification ON.

.j1 - Turns justification OFF.

.d12 - Turns incremental justification ON. Sets increment. Range 9-20.

.d0 - Turns incremental justification OFF.

.a12 - Prints 12 blank lines at the end of a page if form feed is off. Range: 0-100.

.u/160 - Define character substitution with ".uSYMBOL-ASCII CHARACTER NUMBER". Prints extra spaces, reserved characters; sends non-printing characters to printers, etc. Full APPLE ASCII character set can be used.

.u - Clears user definable character.

.e - Stops text printout while continuing to process file. A "J" (SHIFT-M) must follow the .e command.

.b - Starts printout which was disabled by the ".e" command. Use the ".e" and ".b" commands to selectively print parts of files.

.h1 - initiates line feed or page spacing to reach top of next page. Must be preceeded and followed by "J" (SHIFT-M) characters.

- TWO SHIFT-N CHARACTERS - initiates page "titling". Must immediately preceed the start of text but CAN follow any of the print format commands. A title MUST have a "J" (SHIFT-M) following the title text.

.t%10 - Sets % to mean tab 10

.t - Clears tabs

.f1 - Form feed on

.f0 - Form feed off

APPENDIX D - RANDOM NOTES

WHAT MEMORY IS

In this manual the term "memory" is used to mean the internal character storage capacity of the APPLE II. When you turn the APPLE II OFF, the contents of this memory disappears. A file of text is "loaded" from diskette external storage into memory. The text entered or stored in internal memory can be saved to diskette. The content of a diskette remains when system power is removed.

THE DISPLAY

The APPLE monitor can only display 40 characters per line. The text you type in is displayed quite differently than its intended printed form. Capitals are shown in inverse video (black on white). Words are never allowed to split on the screen. Print formatting commands are included within the text. This affects the display's appearance considerably.

BLANK LINES AND EXTRA SPACES

All blank lines and extra spaces between words are removed when "scrolling" occurs. (This gains more text storage space.)

MINIMUM LINE LENGTH IN THE EDITOR

When using the Editor, at least TWO characters must be entered on any line. Single characters on a line are lost during the scrolling process.

MAXIMUM LINE LENGTH IN THE EDITOR

No more than 39 characters may appear on the screen without a space character. Print-time errors WILL occur if this rule is violated.

To achieve any continuous string of more than 39 characters, first print a space at the 38th character. Then use the User-Defined Character Substitution to send a back-space (ASCII 136) to the printer if your printer accepts this character. Last, continue with additional characters.

INVISIBLE CHARACTERS

Only printable characters may be kept in EasyWriter files. To most of us this isn't a problem. We don't use invisible characters.

But in fact, this can cause technical problems with sophisticated ("intelligent") printing terminals. These terminals sometimes require control characters (non-printing) that enable them to change character size and fonts. (See "User Defined Character Substitution" in the File Printing system section of this manual for details on how to transmit non-printing characters.)

RESERVED CHARACTERS

There are three reserved characters used in EasyWriter that you simply cannot send to the printer without using methods detailed under User Defined Character Substitution.

These three characters have been reserved exclusively as commands to the print system. They are:

1. The right bracket "]" (SHIFT M) (not marked as a right bracket on the APPLE keyboard).
2. The "up" arrow (SHIFT N).
3. The period (.) when used at the left margin.

EXITING THE EDITOR

On exiting the editor into the Disk or Print systems, the text will scroll all the way up to the end of the file. This is to get text data all in one place in memory so that the disk system doesn't have to "hunt" for it.

EASYWRITER DISK OPERATING SYSTEM

The EasyWriter disk operating system is NOT compatible with APPLE DOS. (We did this to make EasyWriter's DOS more efficient, faster and easier to use with text files.)

If you try to catalog an EasyWriter diskette while using a normal APPLE DOS diskette you will receive an I/O error message. EasyWriter has a separate DOS and EasyWriter diskettes cannot be catalogued or copied except through the Disk Filing System.

Facilities are provided to initialize new diskettes in the EasyWriter format and are fully described under the Disk Filing System.

PERIODIC FILE STORAGE

It is an excellent idea to save the file to the diskette as often as seems reasonable to you. Entering a 2000 word document and then having a local power-failure and losing all the text in internal memory is a dismal experience. Avoid it. First **SAVE** the file once and then **REVISE** it occasionally.

APPENDIX E — APPLE ASC-II CHART

ASCII DEC	CHAR DEC	MEAN- ING	KEY
0	128	NULL	CTRL@
1	129	SOH	CTRL-A
2	130	STX	CTRL-B
3	131	ETX	CTRL-C
4	132	ET	CTRL-D
5	133	ENQ	CTRL-E
6	134	ACK	CTRL-F
7	135	BEL	CTRL-G
8	136	BS	CTRL-H
9	137	HT	CTRL-I
10	138	LF	CTRL-J
11	139	VT	CTRL-K
12	140	FF	CTRL-L
13	141	CR	CTRL-M
14	142	SO	CTRL-N
15	143	SI	CTRL-O
16	144	DLE	CTRL-P
17	145	DC1	CTRL-Q
18	146	DC2	CTRL-R
19	147	DC3	CTRL-S
20	148	DC4	CTRL-T
21	149	NAK	CTRL-U
22	150	SYN	CTRL-V
23	151	ETB	CTRL-W
24	152	CAN	CTRL-X
25	153	EM	CTRL-Y
26	154	SUB	CTRL-Z
27	155	ESC	ESCAPE
28	156	FS	*
29	157	GS	
30	158	RS	CTRL-^
31	159	US	*
32	160	space	space
33	161	!	!
34	162	"	"
35	163	#	#
36	164	\$	\$
37	165	%	%
38	166	&	&

ASCII DEC	CHAR DEC	MEAN- ING	KEY
39	167	'	'
40	168	(	(
41	169	)	)
42	170	*	*
43	171	+	+
44	172	,	,
45	173	-	-
46	174	.	.
47	175	/	/
48	176	0	0
49	177	1	1
50	178	2	2
51	179	3	3
52	180	4	4
53	181	5	5
54	182	6	6
55	183	7	7
56	184	8	8
57	185	9	9
58	186	:	:
59	187	;	;
60	188	<	<
61	189	=	=
62	190	>	>
63	191	?	?
64	192	@	@
65	193	A	A
66	194	B	B
67	195	C	C
68	196	D	D
69	197	E	E
70	198	F	F
71	199	G	G
72	200	H	H
73	201	I	I
74	202	J	J
75	203	K	K
76	204	L	L
77	205	M	M
78	206	N	N
79	207	O	O
80	208	P	P
81	209	Q	Q
82	210	R	R
83	211	S	S

ASCII DEC	CHAR DEC	MEAN- ING	KEY
84	212	T	T
85	213	U	U
86	214	V	V
87	215	W	W
88	216	X	X
89	217	Y	Y
90	218	Z	Z
91	219	[	[
92	220	\	\
93	221	]	]
94	222	-	-
95	223		
96	224	sp.	sp.
97	225	a	a
98	226	b	b
99	227	c	c
100	228	d	d
101	229	e	e
102	230	f	f
103	231	g	g
104	232	h	h
105	233	i	i
106	234	j	j
107	235	k	k
108	236	l	l
109	237	m	m
110	238	n	n
111	239	o	o
112	240	p	p
113	241	q	q
114	242	r	r
115	243	s	s
116	244	t	t
117	245	u	u
118	246	v	v
119	247	w	w
120	248	x	x
121	249	y	y
122	250	z	z
123	251	{	{
124	252		
125	253	}	}
126	254	-	-
127	255	DEL	?

APPENDIX F — ON ACCIDENTALLY HITTING RESET

You can modify your Apple so that an accidental encounter with the RESET key won't make you lose your work. You can place a small rubber "grommet" beneath the plastic RESET key. This will mean you will have to exert extra pressure to make the RESET key, which means you won't do it accidentally very often. The grommet should be 7/16" by 5/8", and can be found at most hardware stores.

However, if you do accidentally hit RESET, this is what you do:

STANDARD ROM SYSTEM (NO AUTO-BOOT): Type C00G and press RETURN. You will return to the Editor. The top two lines of your text will be missing. Recovery of these two lines is an exercise in human memory. Sorry. In addition, you will need to delete the characters "C00G" which have become part of the text. After you're done, be nice to yourself and Revise the file on disk.

AUTOSTART ROM/APPLE II PLUS SYSTEM: You will automatically be returned to the Editor when you hit RESET. If you were in the Disk System when you hit RESET, the commands for the Disk System will appear in the Editor. Scroll your text back onto the screen and delete the unwanted commands. If you were in the File Printing System when you hit RESET, the commands for the File Printing System will appear in the Editor. Scroll your text back onto the screen and delete the unwanted commands. If you were in the Editor when you hit RESET you will remain in the Editor. However, you may see what looks like an extra cursor on the screen. Scroll your text on and off the screen, and the extra cursor will disappear. You will not lose any text.

POWER FAILURE

There's not much hope for this one, unless—and it's a very important UNLESS that you should make a good habit. Revise your work frequently (about every 15 minutes). It only takes a second and ensures that you have, on disk, a fairly current copy of your work if you should experience a power failure.

If you regularly print out hard copy of your work as you're editing, it's also



good practice to save these drafts until you save or revise your file on disk. In other words, don't burn all your bridges until you're sure you're on the other side.

DAMAGED DISKS

Be kind to your disks. Don't leave them in the sun. Don't lay them on anything that emits magnetic information (like a TV set). Never touch the magnetic media itself. Don't fold them up to fit in your pocket. And try not to spill coffee on them.

If you do damage a disk, there is only one recourse. Use the backup copy of the storage disk that we're SURE you had the good sense to make. Always backup any important files, by copying them onto another disk which you safely put away. It's good practice to SAVE a file both on your working disk and a backup disk. In other words, BACKUP BACKUP BACKUP BACKUP! Even EasyWriter can't read a disk that has just had a cola bath.



APPENDIX G

THE GLOSSARY

A: Is for APPLE

ASCII: Acronym for American Standard Code for Information Interchange. A set of standards for data transmission.

AUTO-START ROM: A chip in your Apple which tells the system how to "boot" a program from the disk into your memory automatically when the computer is turned on.

BACK-UP: To "back-up" a diskette, means to make an extra copy of your files on a separate disk to prudently guard against hardware or human error.

BASIC: Stands for Beginners All-Purpose Symbolic Instruction Code. Was developed by Profs. Kurtz and Kemeny at Dartmouth College in 1963. Probably the most popular computer language. Is used in most personal computers. Control O in EasyWriter gets you into it.

BIT: Unit of information. Created from the word Binary digit. The smallest unit of information. A friendly little word closely related to BYTE.

BLOCK MOVE: The ability to move sections of text within or between files.

BOOTING UP: This is a prize piece of computerese. It is a standard procedure for starting up a computer. It can be thought of in the same way as starting up a car. In our case we hit RESET 6 and CTRL P. This "boots up" the program which loads into the computer's memory from the diskette. See also RE-BOOTING and AUTO-START ROM.

BUFFER: An area of memory where characters can be temporarily stored. The buffer comes into play when a BLOCK MOVE is being made. The buffer can be thought of as a special pigeon-hole to place some of your text prior to repositioning it elsewhere in your text files.

BYTE: The basic unit of information in the computer. A byte consists of eight bits.

CONFIGURE: As in "to configure the printer". This enables you to

initialize the computer, printer, or peripherals. When your Apple wants to know what printer it's dealing with, you "configure" it, so that your Apple can then treat the printer properly.

CURSOR: In EasyWriter a positional blinking square of pulsating light which indicates where the next character is going to go.

DEFAULT: This word in plain English means "failure to act". In computerese it is an instruction given to the computer to do something at a certain time in a certain way. In the absence of that instruction it will fall back on a pre-set value.

DISK DRIVE: A peripheral that sits beside your Apple into which you place your diskette (also called a disk).

DISK HEAD: Part of the mechanism of the Disk Drive that reads the disk, much the same as a tape-recorder.

DISK I/O ERROR: An abrupt reprimand that appears on your screen if you forget to close the door on your Disk Drive. I/O stands for Input/Output.

DOS: The program that makes your disk drive operate. Acronym for Disk Operating System. Pronounced "dee-oh-ess" or "doss".

HARD COPY: Information printed out onto paper. Your files on EasyWriter could be called "soft copies".

HEX ADDRESS: Hex is short for hexadecimal—base sixteen. In the context of EasyWriter this indicates a location in the computer's memory which you can enter by typing in a hexadecimal address. I.e., the hex address FDFO will allow you to print onto your monitor screen.

HMI: The horizontal motion index. This controls the amount of space between letters.

INCREMENTAL SPACING: Increment means "to add to". In EasyWriter this feature will add or reduce spaces between words as well as between letters. Only for word processing printers.

INITIALIZING: The preparation of a blank diskette to store EasyWriter files.

INVERSE VIDEO: A white box with a black letter in it. EasyWriter Version 2's way of indicating a capital letter.

JUSTIFICATION: The ability to make the right side of your copy flush. Justifying your text gives it a pleasing symmetry.

MASTER DISK: A disk that contains the EasyWriter program, as well as text files.

MEMORY: This is the place in the computer where data is stored. Two of the most common forms of memory are Read Only Memory known as ROM and Random Access Memory known as RAM.

PARAMETERS: A boundary, a determining function.

PRINT FORMAT: The shape of things to come out of your printer.

Dot commands tell your printer how you want things to come out; i.e., line lengths, page lengths, etc.

RAM: Acronym for Random Access Memory. The main memory of the computer where information is stored, retrieved, and programmed. If the power is turned off, this memory is eradicated.

ROM: Acronym for Read Only Memory. This is the memory usually put into the computer by the manufacturer. It is a program stored in an I.C. (the integrated circuit) chip and cannot be changed. Unlike RAM, it is never lost when the power is turned off.

SCROLLING: This is the waterfall effect you get when you hit CTRL R and you see a lot of text pouring down the screen. You can also scroll by the screenful using CTRL E or X.

STORAGE DISK: A disk without a copy of EasyWriter. This disk cannot be "booted" but it contains 24% more disk space for EasyWriter text files.

STRING: A sequence of characters or letters.

USER DEFINED CHARACTER: This little mouthful allows us to assign a rarely used character from your keyboard to execute an alternative function. Plain as the nose on your face, isn't it?



APPENDIX H — WARRANTY INFORMATION

You must register ownership of the Original EasyWriter System to qualify for all replacements and updates outlined below. A registration card is included in the binder of this manual.

Your program diskette is guaranteed for a period of five (5) days from the date of purchase. Should you damage a master disk you can return it for replacement at a fee of \$10.00.

Should revisions or updates be developed by IUS for the Original EasyWriter System, registered owners may obtain these revisions by returning their original program diskette with \$15.00 to cover revised software, documentation and return First Class postage.

In order to provide consistently high-quality service to our customers, we have included a feedback card in the manual. Please drop it in the mail to us after you've used EasyWriter for a month or so. Include all the suggestions and comments which you think would help us to continue to provide the best word-processor for the Apple computer.



INDEX

- ASCII Code Chart, 77.
- ASCII Code Substitution, 36-38.
- Auto Start ROM, 5, 10, 80, 82.
- Backing up Diskettes, 45-46.
- BASICS Disk, 5, 10, 82.
- Block Moves, 19-23, 82.
- Bold Print, 40-41.
- Catalog of Files, 43-46.
- Cataloging a Different Diskette, 45-46.
- Centering Lines, 33-34.
- Clearing a File, 46.
- Configuring the System, 6-8, 65-68.
- CTRL Commands, 3, 11.
- Cursor Movement, 16-17.
- Default Values, 15, 55, 58.
- Delete a Character, 18.
- Delete a File, 50.
- Delete a Line, 18.
- Disk System, 43-51.
 - Entering, 44.
 - Exiting, 44.
 - Filing System, 45.
 - Menu Screen, 43.
- Early Page Eject, 34-35.
- Edit a File, 50.
- Editor, 11-42.
 - Entering, 11.
 - Exiting, 11.
 - Commands, 11, 16-42.
- Error Recovery, 81.
- File Printing System, 53-60.
 - Defaults, 55-58.
 - Display Screen, 53.
 - Entering from the Editor, 54.
 - Entering from the Disk System, 54.
 - Printing More Than One File, 59-60.
- Files:
 - Deleting, 50.
 - Duplicating, 45.
 - Maximum Size, 12, 44.
 - Revising, 47-48.
 - Saving, 45, 47, 63.
- Formatting Output, 24-42, 55-57.
- Formatting Storage Diskettes, 4, 48-49.
- Formfeed, 35-36, 57.
- Getting a File Into Memory, 47.
- Hardware Requirements, 1.
- Horizontal Motion Index, 32-33.
- Imbedded Commands, 24-41, 61.
- Indentation of Paragraphs, 27.
- Insert Mode, 18-19.
- Justification, 32-33, 57.
- Line Feed, 13, 36 (see also Shift M).
- Line Insert, 19.
- Line Length, 26, 56.
- Line Spacing, 27, 57.
- Margins, 25-26, 56.
- Memory, 12, 44.
- Minimum/Maximum Line Length, 14.
- Pagination, 30-31, 55.
- Page Length, 26.
- Page Spacing, 56.
- Printer Configuration, 65-68.
- Printing, 54-60.
 - Display Screen, 54.
 - Multiple Files, 59-60.
 - Printing Partial Files, 35.
- Protecting a File, 49-50.
- Reset, Accidental, 80.
- Revising, 47.
- Saving New Default Values, 55-58.
- Scrolling, 17-18.
 - Down One Screen, 18.
 - To the Top of a File, 18.
 - To the Bottom, 18.
 - Up One Screen, 18.
- Search Function, 23.
- Shift M, 13, 62.
- Single Sheet Feeding, 34.
- Sub/Super Scripting, 38-39.
- Tabs, 28-30, 61, 62.
- Titling, 31-32.
- UnProtecting Files, 50.
- Upper Case, 12, 61.
- Variable Incremental Spacing, 32-33.
- Word Wrap, 12-13.

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